

## 2417 DONATIONS TO SUNUNU YOUTH SERVICES CENTER

Chapter: **Sununu Youth Services Center**

Section: **Physical Plants and the Environment**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **17-65**

Effective Date: **November 2017**

Scheduled Review Date:

Approved:

  
Joseph E. Ribsam Jr., DCYF Director

Related Statute(s): [RSA 621](#) and [RSA 621-A](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

Everyone needs and deserves a life of well-being that fosters a healthy mind, body and spirit. The interest of the community and stakeholders in contributing to the well-being of youth at Sununu Youth Services Center is appreciated. However, due to the secure nature of the SYSC, all items offered as donations must be evaluated prior to acceptance. The SYSC reviews each potential donation, considering how it will be used, stored and repaired, in addition to how it will support the emotional, physical, and cognitive development of youth.

### Purpose

This policy establishes the procedure for evaluation and acceptance of donations to the SYSC.

### Definitions

**"DCYF"** or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

**"SYSC,"** or the **"John H. Sununu Youth Services Center,"** or the **"Youth Detention Services Unit"** means the architecturally secure juvenile treatment facility administered by the Division for Children, Youth and Families for committed juveniles and detained youth, and for NH youth involved with the NH court system prior to their adjudication.

### Policy

- I. Items considered appropriate for donation to the SYSC:
  - A. Books (must be age and subject matter appropriate);
  - B. Games (must be age and subject matter appropriate);
  - C. Movies (must be age and subject matter appropriate);
  - D. Clothing (new or in good repair);
  - E. Recreation equipment (must be new or in good repair, must also be appropriate for the setting); and
  - F. Monetary donations.
- II. Staff shall direct any individual or group wishing to donate items to any individual or department at the SYSC, to the Supervisor On-Duty.

- III. The Supervisor On-Duty shall meet with the donor to:
  - A. Greet the donor in a professional manner and explain the SYSC philosophy of community engagement and acceptance of donations if they are made according to this policy;
  - B. Explain the SYSC Donations policy including reviewing items that have been approved for donation to the SYSC according to this policy, if required; and
  - C. As applicable, advise the donor that all donations valued over \$100 must be approved by the SYSC Director of Operations for consideration and possible acceptance by the Governor and Executive Council.
  
- IV. For each item donated, the Supervisor On-Duty shall:
  - A. Document the following:
    - 1. The nature of the item donated;
    - 2. The donor's contact information;
    - 3. The items approximate or stated value according to the donor;
    - 4. Intended purpose of the item donated according to the donor; and
    - 5. How the item might best be disbursed for the SYSC community.
  - B. Not take possession of any donation until it has been accepted pursuant to this policy; and
  - C. Remain the SYSC liaison with the donor until the donation is either accepted or rejected.
  
- V. The Supervisor On-Duty shall forward the information to the SYSC Director of Operations.
  
- VI. Accepting or rejecting donations:
  - A. All donations must be accepted by the SYSC Director of Operations.
    - 1. Donations valued over \$100 shall be reviewed by the SYSC Director of Operations for any conflict of interests in accepting or declining the donation.
    - 2. If the SYSC Director of Operations approves a donation valued over \$100, the SYSC Director of Operations will notify the Commissioner's Office to request approval from the Governor and Executive Council.
  - B. For donations accepted, the SYSC Director of Operations shall inform the Supervisor On-Duty to contact the donor to make arrangements to accept the donation.
  - C. For donations rejected by either the SYSC Director of Operations or the Governor and Executive Council, the SYSC Director of Operations shall inform the Supervisor On-Duty to contact the donor to advise of the rejection and any rationale.
  
- VII. All donations accepted shall be disbursed as directed by the SYSC Director of Operations.

- A. Upon receipt, the donation shall be inspected and approved by the Supervisor On-Duty prior to being disbursed within the facility.
- B. Any donation received that does not match the description of the donation approved will be stored in a secure location for review by the Administrator On-Duty.
- C. The Administrator On-Duty shall determine the need for further investigation into the donation.
- D. The SYSC Director of Operations or designee may authorize the disposal of donations determined to be unacceptable for the SYSC.