



Division of State Parks

General #00-14	Donation Policy	Rev. 3/10/09	Page 1 of 2
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REFERENCES: NRS 353.250 and SAM 2524

PURPOSE: To increase donations by developing a more aggressive, well organized and well publicized approach. As a means to that end, procedures for the collection and use of donations received will be simplified and standardized to more effectively market donation opportunities where they are most needed. To develop an effective way to recognize donors for their contributions and to encourage additional donations.

ORGANIZATION: The division will encourage and promote donations for the benefit of the park system.

DEFINITION: Monetary donations are cash/checks to the division by a person or group without expectation of compensation. Personal property can be any item/equipment donated to State Parks.

PRIOR POLICY: This policy supersedes the prior policy dated 1/2/02

PROCEDURES:

Voluntary donation boxes will be placed in appropriate locations such as museums, visitor centers and major interpretive displays in the various state parks. In addition, a gift catalog has been developed to identify items that would most benefit the entire park system or individual state park units. The catalog specifies equipment, furnishings or other items needed statewide or in designated parks. It also includes descriptions or illustrations, estimated cost and benefit to the park system or individual park and is made available to the general public.

A system of accounting shall be established which provides accurate recording of all donations, ADM-26, Schedule of Daily Donations (see Attachment A).

- I. Donation boxes will be located in visitor centers, park offices, fee booths and other conspicuous locations. Boxes will be appropriately signed to clearly advise the public who is collecting the money and how it will be used to support park programs (see Attachment B for sign verbiage examples).
- II. Accounts may be set up in Gifts and Grants by a memo to the administrator for approval.
- III. All money will be collected daily if possible. Segregation of duties will be applied in parks where there is more than one employee. One employee will be responsible for collection of donated funds and the other employee will be responsible for the deposit of those funds.
- IV. A record will be kept at/for each individual collection point.
- V. Entry of the amount collected will be made on the appropriate record immediately after pickup of collection.
- VI. All money will be kept in a secure locked area, accessible only to park staff; separate from other money collected (fees, regular sales, etc.) and can be in the same safe, but in separate envelopes.
- VII. Deposits will be made at least once a week or earlier when the accumulated amount exceeds \$10,000.00. Deposits or monies will not be kept in a personal residence. Bi-weekly deposits are allowable by our deposit Policy #10-7, if the total is less than \$100.00.

- VIII. All donations will be deposited directly into the park account using a separate deposit slip. All donation deposits are sent to the division office along with a completed ADM-26, Schedule of Daily Donations. The ADM-26 will always include the donation account to credit.
- IX. An ADM-30, Property Disposition Report (PDR) of donated item equipment will be submitted to the division office so it can be added to the division's equipment data base or Integrated Financial System (IFS). For equipment between \$250 and \$4999, the division office will issue a Park ID tag to be affixed to the item. For equipment valued at \$5,000 or more and useful life of more than two years, State Purchasing will issue a State ID tag to be affixed to the equipment, with the exception of weapons, computers with licensed software, and software packages valued at \$5,000 or more. Attachment C shows the format for donated equipment.

RULES:

- I. Donations designated for a specific purpose or park by the donor, such as a gift catalog item for a specified park, will be used only for that purpose. Donations for individual parks and for specified items will be accounted for separately by the division. A receipt which identifies the item or amount, name of donor and purpose for which donation is intended will be provided to the donor.
- II. The division's administrative services officer (ASO) will approve vouchers for purchases. The administrator will approve any purchases over \$999.99. *Regional managers can approve expenditures of \$100 - \$999.99 and park supervisors can approve expenditures for under \$100.*
- III. All expenditures will be made from the Gift and Grant Fund Account. Under no circumstances will monetary donations be spent directly from money collected at the park.
- IV. Monetary donations or equipment valued over \$10,000 need Interim Finance Committee (IFC) approval. (S.A.M 2525)
- V. Use of ADM-14, NDSP Receipt, to provide a receipt for the donors tax records (see Attachment D).
- VII. Donations for specific projects or memorials will be assigned an individual account and monitored until expended.

Original signed by: <p style="text-align: center;">SIGNED</p> <hr/> <p style="text-align: center;">David K. Morrow, Administrator</p>	<p style="text-align: center;">3-10-09</p> <hr/> <p style="text-align: center;">Date</p>
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Original signed by: <p style="text-align: center;">SIGNED</p> <hr/> <p style="text-align: center;">Allen Biaggi, Director</p>	<p style="text-align: center;">3-11-09</p> <hr/> <p style="text-align: center;">Effective Date</p>
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Copy to Regions: 3/11/09

Review Date: _____

Examples for General Purpose Voluntary Donation Box Signs

1. "Your donation is appreciated. It will be used to fund maintenance projects and enhance interpretive activities at... (park name)."
2. "All funds contributed will be used to defray the cost of providing visitor services." Nevada Division of State Parks.
3. "Donations are used to further the Visitor Services Programs here in the park. We thank you for your generous gift and hope we've been able to share..... with you."
4. "Donations are gratefully accepted to help support Visitor Services." Nevada Division of State Parks.
5. "Donations large or small support historical programs." Nevada Division of State Parks.
6. "Your voluntary contributions will be used to help fund Visitor Services at (park name)."

Donation boxes may also be set up for a specific park project, which will be explicitly referenced on the accompanying sign, and accounted for in accordance with policy Rule #1. Examples for signs for these types of donation boxes are:

1. "Your donations will be utilized to repair the civil war cannons here at Fort Churchill State Historic Park."
2. "Your voluntary contributions will be used to purchase a new slide projector at (name of park)."

You will notice a variety of texts are used; diversity should be encouraged. Standardized donation signs should be avoided, the message should be clear, short and to the point.

**NEVADA DIVISION OF STATE PARKS
PROPERTY DISPOSITION REPORT**

TO: Division of State Parks
901 S. Stewart St., Ste. 5005
Carson City, NV 89701-5248

FROM: ALYCE CLOUTIER
TELEPHONE: 684-2770

MONTHLY REPORT OF LOST, STOLEN, TRANSFERS, EXCESS EQUIPMENT AND OTHER. This report must be submitted in accordance with NRS 333-220, paragraph 2. Each region headquarters and park shall submit the report by the 10th each month for all equipment that was lost, stolen, transferred, declared excess or is beyond repair to the Division office. The list must be prepared by the officer entrusted with custody of the equipment and be approved by the officer's supervisor, or the head of the region/agency.

The items listed below are: (Use a separate form for each action)

_____ **EXCESS** to the needs of this department. Request pickup of property. Point of contact and telephone number are provided.

_____ **BEYOND REPAIR.** Recommend property be junk. Provide explanation as to condition.

_____ **STOLEN/LOST/MISSING.** Attach a police report or other documentation to describe circumstances, per State Parks Policy 71-3, Rule 6 & 7.

_____ **DONATED EQUIPMENT.** Attach invoice or other documentation supporting the equipment. Provide description, make, model, serial number, date acquired, cost and brief explanation on who donated the equipment and why (e.g. in lieu of grazing fees, park donation, etc.). Computers donated; provide serial number, model, make, cost, RAM HD-drive, etc.

X **STATE ID TAG REQUEST.** Duplicate _____ New X
If NEW, please provide the agency account coding and a copy of the invoice for all items needing a new tag.
FUND 101 AGENCY 704 APPR UNIT 416226 OBJECT 8371 LOC CODE 9079 COST: \$1375

_____ **TRANSFER:** From LOC CODE _____ To LOC CODE _____

Signature of Receiving Agency _____ **Date** _____

_____ **OTHER.** Please provide complete explanation.

STATE ID #	PARK ID #	CAT. CODE (e.g. 005)	DETAILED DESCRIPTION OF PROPERTY (SERIAL & MODEL #s, etc.)	COST
			CAMCORDER AND ACCESSORIES, PANASONIC, MODEL #AG-DVC7, SERIAL #15HK00820, ACQUIRED ON 11/25/08, VALUE \$1,375	
			VIDEO EQUIPMENT DONATED BY MIKE CANATE OF THE LAS VEGAS WEDDING COMPANY, SEE ATTACHED MEMO	

ALYCE CLOUTIER
(Person completing form)

ADM ASST III
(Title)

(Date)

DAVE MORROW
(Regional Manager/Administrator)

ADMINISTRATOR
(Title)

(Date)



RECEIPT

No.

Park _____ Date _____

Received From _____

For _____

Amount _____

Signature

Title

a division of the Department of Conservation and Natural Resources