

RESOLUTION NO.: 45—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 Outagamie County Code of Ordinances Section 2.586(b) requires departments to receive
2 approval from the County Board committee of jurisdiction in advance of soliciting for
3 donations from the community. The Health and Human Services (HHS) Department has
4 a number of programs, which for years has solicited donations from the community
5 (pursuant to Resolution 5—2001-2002). The HHS department is requesting permission
6 to solicit donations made to various programs. No one, however, may ask for a donation,
7 in any suggest, or encourage a donation to HHS programs unless specification authorized.
8 This policy covers solicitation of/and donations to the department and its programs. It is
9 not intended to address ethics and personal gifts. No staff person may ever solicit/ask for
10 personal gifts for any reason. The department realizes that sometimes clients wish to show
11 appreciation and offer gifts, and to not accept these gifts would be insulting. As long as the
12 gift is of small value (i.e., a cup of coffee, a box of candy, etc.), it may be accepted. If there
13 is ever any question as to appropriateness or value, it must be cleared with Corporation
14 Counsel.
15

16 NOW THEREFORE, the undersigned members of the Health and Human Services Committee
17 recommend adoption of the following resolution.

18 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve
19 the Outagamie County Department of Health and Human Services (OCDHHS) to solicit for donations
20 for the following programs:

- 21 • PROGRAM: ADOPT A FAMILY – Description: The goal of the Adopt A Family Program is
22 to ensure families in need have a happy Christmas. Volunteers are matched with OCDHHS
23 families to be adopted for the holiday and are given a wish list from the family. Volunteers can
24 donate cash, gift cards, or food to be delivered to families.
- 25 • PROGRAM: NOAHH (Neighbors Offering A Helping Hand) – Description: The goal of the
26 NOAHH program is to engage the community in assisting families by providing goods, services,
27 and opportunities for children and families served by OCDHHS. Examples can be, but not
28 limited to, beds, furniture, dishes, and payment for a child to attend an extracurricular event.
- 29 • PROGRAM: THANKSGIVING FOOD BASKET – Description: The goal of the Thanksgiving
30 Food Basket Program is to ensure that families in need have a holiday meal they can enjoy with
31 their family. Volunteers can donate and deliver a food basket individually or coordinate a food
32 basket drive for several families. Cash and gift card donations are also accepted.
- 33 • PROGRAM: BACK TO SCHOOL – Description: The Back to School Program benefits school
34 age children in need with a backpack and supplies for the start of the school year. Volunteer
35 donations of school supplies or monetary contributions from businesses, organizations, churches
36 and individuals are the foundation of this program.
37

- 1 • PROGRAM: MENTORING PROGRAM – Description: Coordinators match at-risk youth with
2 adult mentors. Through relationship building and meaningful activities, these volunteer mentors
3 enhance self-esteem, improve social skills and empower youth to make positive choices for their
4 futures. Staff look for donors to sponsor events for the matches. Sponsoring donors are requested
5 to provide a discounted rate or cover the event cost for matches to attend. ex: sporting events,
6 sports park, parks/wildlife preserves, etc.
- 7 • PROGRAM: AGING and NUTRITION PROGRAM – Description: the Older American Act, Sec.
8 1321.67 Service Contributions, which allows Outagamie County residents the ability to
9 voluntarily contribute toward services they are receiving, governs Program. In-Kind (defined as
10 goods or services (dollar value) that are donated or provided in place of money) and cash
11 contributions are received.
- 12 • DIVISION OF CHILDREN, YOUTH AND FAMILIES – Description: Resources and support
13 for families, children, like-kin and for foster care recruitment, retention and support. In-Kind
14 (defined as goods or services (dollar value) that are donated or provided in place of money) and
15 cash contributions are received.
- 16 • PROGRAM: PUBLIC HEALTH BIKE HELMETS – Description: Safe Kids Fox Valley,
17 annual donation of bike helmets, which are given to kids to prevent childhood injuries.
- 18 • PROGRAM: PUBLIC HEALTH CHILD PASSENGER SAFETY – Description: Safeguarding
19 the health of families, cash contributions are received during car seat fitting stations promoting
20 the safe installation of car seats, which is placed into Safe Kids Fox Valley supporting prevention
21 activities.
- 22 • PROGRAM: PUBLIC HEALTH VENDING MACHINE – Description: Public Health Vending
23 Machine is a method to distribute prevention items in the community. Staff solicit public health
24 prevention supplies to be placed in the public health vending machine.
- 25 • PROGRAM: PUBLIC HEALTH WIC/FIT FAMILIES - Description: WIC and Fit
26 Families promote healthy nutrition and physical activity in the community through hosting
27 and participating in Community events. WIC may request non-profit rate to participate in
28 events and request financial support in hosting events,
29

30 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize
31 and approve the attached Solicitation of Donations Policy and Procedure and Record of Donation Form,
32 which by reference are made a part hereof, that shall be used by all Department of Health and Human
33 Services units, divisions, and programs within the department, and

34 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
35 of this resolution to the Outagamie County Health and Human Services Director, the Outagamie County
36 Finance Director, and the Outagamie County Executive

37 Dated this ____ day of August 2024

Respectfully Submitted,

HEALTH AND HUMAN SERVICES
COMMITTEE

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Jeff McCabe

Justin Krueger

Dustin Koury

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

TITLE: Solicitation of Donations Policy and Procedure

OWNER: John Rathman

POLICY AREA: HHS Admin

APPROVAL WORKFLOW: HHS Admin

PURPOSE:

The County Code of Ordinances 107(2) requires departments to have County Board authorization to solicit and/or receive donations from the community. Health and Human Services has a number of programs, which for years solicited donations from the community. Authorized donations are as defined pursuant to **Attachment 01: County Board Res.: No. 1—2024-2025.**

POLICY:

The department, to include all of its staff and programs, may solicit donations made to programs approved by the Outagamie County Board as defined below. No one, however, may ask for a donation, in any way suggest, or encourage a donation to our programs unless specifically authorized.

PROGRAM: ADOPT A FAMILY - Description: The goal of the Adopt A Family Program is to insure families in need have a happy Christmas. Volunteers are matched with OCDHHS families to be adopted for the holiday and are given a wish list from the family. Volunteers can donate cash, gift cards, or food to be delivered to families.

PROGRAM: NOAHH (Neighbors Offering A Helping Hand) - Description: The goal of the NOAHH program is to engage the community in assisting families by providing goods, services, and opportunities for children and families served by OCDHHS. Examples can be, but not limited to, beds, furniture, dishes, and payment for a child to attend an extracurricular event.

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PROGRAM: BACK TO SCHOOL - Description: The Back to School Program benefits school age children in need with a backpack and supplies for the start of the school year. Volunteer donations of school supplies or monetary contributions from businesses, organizations, churches and individuals are the foundation of this program.

PROGRAM: MENTORING PROGRAM - Description: Coordinators match at-risk youth with adult mentors. Through relationship building and meaningful activities, these volunteer mentors enhance self-esteem, improve social skills and empower youth to make positive choices for their futures. Staff look for donors to sponsor events for the matches. Sponsoring donors are requested to provide a discounted rate or cover the event cost for matches to attend. ex: sporting events, sports park, parks/wildlife preserves, etc.

PROGRAM: AGING and NUTRITION PROGRAM - Description: the Older American Act, Sec. 1321.67 Service Contributions, which allows Outagamie County residents the ability to voluntarily contribute towards services they are receiving, governs Program. In-Kind (defined as goods or services (dollar value) that are donated or provided in place of money) and cash contributions are received.

DIVISION OF CHILDREN, YOUTH AND FAMILIES – Description: Resources and support for families, children, like-kin and for foster care recruitment, retention and support. In-Kind (defined as goods or services (dollar value) that are donated or provided in place of money) and cash contributions are received.

PROGRAM: PUBLIC HEALTH BIKE HELMETS – Description: Safe Kids Fox Valley, annual donation of bike helmets, which are given to kids to prevent childhood injuries.

PROGRAM: PUBLIC HEALTH CHILD PASSENGER SAFETY – Description: Safeguarding the health of families, cash contributions are received during car seat fitting stations promoting the safe installation of car seats, which is placed into Safe Kids Fox Valley supporting prevention activities.

PROGRAM: PUBLIC HEALTH VENDING MACHINE – Description: Public Health Vending Machine is a method to distribute prevention items in the community. Staff solicit public health prevention supplies to be placed in the public health vending machine.

PROGRAM: PUBLIC HEALTH WIC/FIT FAMILIES - Description: WIC and Fit Families promote healthy nutrition and physical activity in the community through hosting and participating in Community events. WIC may request non-profit rate to participate in events and request financial support in hosting events .

This policy covers solicitation of/and donations to the department and its programs. It is not intended to address ethics and personal gifts. No staff person may ever solicit/ask for personal gifts for any reason. The department realizes that sometimes clients wish to show appreciation and offer gifts, and to not accept these gifts would be insulting. As long as the gift is of small value (i.e., a cup of coffee, a box of candy, etc.), it may be accepted. If there is ever any question as to appropriateness or value, it must be cleared with Corporation Counsel.

PROCEDURE:

1. All units, divisions, and programs within the department, which receive donations, both solicited and unsolicited, are to keep a record of the donation(s) on **Attachment 02: Donations Received Template**.
2. The record must include the name of the organization(s)/donation source, type of donation, and amount/value of donation
3. The Donations Received record will be requested annually by the management assistant for the preceding calendar year after the 1st of the present year from each division of Health and Human Services.
4. The Donations Received records will be jointly assembled by the management assistant and provided to the director for review and signature.
5. The management assistant will send the fully executed, signed, records to the Legislative Services office via email.
6. The management assistant will keep an electronic copy of the fully executed, signed, records at: S:\HHS\Admin\Management Assistant\Donations
7. If there is need to solicit additional donations, a request should be submitted to the HHS director to initiate the approval process from the HHS Board/Committee and County Board.

DONATIONS RECEIVED

DONATION SOURCE	TYPE OF DONATION	AMOUNT

Department: _____

No donations were received by the _____ Department.

Department Head Signature

Date