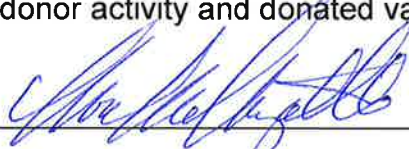

POLICY

The Poverello Center, Inc. Thrift Stores accept donations of salable items to advance the mission of the organization through their sale.

PROCEDURE

- I. Each donor is greeted with a smile and hello.
- II. The donor is assisted with bringing in the items they wish to donate.
- III. Each donor is asked if they wish to fill out a receipt for the items received for the potential tax benefits. If they do, the donor is assisted with completing the form.
- IV. The donor takes the copy and the center keeps the original of the donor form.
- V. TPC staff or volunteers enter the data of the donor into the donor management system.
- VI. Monthly and annual reports are provided by the manager of the thrift store to the CEO of donor activity and donated value vs. realized value through sales.

Signature: _____



Date: _____



Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending

Date Established: 05.01.2018

Date Revised: 06.07.2019