

Section: Elderly Services	Department Manager: Kristy Malone
Subject: Meal Donations	Administrator:
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Title: Stockbridge-Munsee Elderly Services Meals Donation Policy

Purpose: Meal donations give the Elders the opportunity to support the Elder Meals Program.

Policy: The Stockbridge-Munsee Elderly Services accepts donations from Elders for meals received. No Elder is denied a meal because of inability to make a donation.

Procedure: Elders sign in for congregate meals on a daily basis and a locked donation box is available to allow elders to make a confidential donation.

Home-delivered meal participants mail or give their donations to the bus driver.

Donations are counted on a daily basis, by the Cooks or their designee, recorded and stored in a secure area. Deposits are prepared weekly, by management, and hand delivered to the Accounts Receivable Specialist at the Finance Department all funds go back to the meals program.

Suggested donation for all Elders is \$1.00 per meal.