



## I. Purpose

This section outlines policy and procedures regarding presentation of non-cash gifts to individuals or organizations by chartered 4-H units of the California 4-H Youth Development Program.

## II. Scope

This policy relates only to non-cash gifts presented to individuals and/or businesses for the purposes of recognition and/or appreciation for service to or support of the 4-H Youth Development Program.

## III. Guidelines

### A. General Guidelines

The University holds that chartered 4-H units may present non-cash gifts to individuals or organizations if it can be demonstrated that the gift benefits the 4-H Youth Development Program or is clearly necessary to the chartered 4-H unit's fulfillment of its role as a good community citizen. To avoid any appearance of favoritism, the chartered 4-H unit should not present a gift that appears to be offered because of the position held by the recipient, nor should gifts be presented to a particular individual or entity frequently.

1. Individuals, businesses, and organizations eligible to receive gifts include donors or potential donors, volunteers, clientele, members of the local community, and elected or appointed officials.

2. Gifts may not be presented under this policy to any elected official, candidate for public office, organization, or committee, when the gift is a contribution to a political campaign or referendum. As well, they may not be presented to any person with whom the presenter has an outside business relationship, i.e., where any conflict of interest – whether perceived or real – exists.

The programmatic reason for making the gift must be stated as a remark in the internal payment documentation.

Gifts of cash are not permitted.

### B. Approval of transactions

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Expenses related to the purchase of gifts must be documented and approved by the 4-H unit making the gift via an adopted and approved budget or other specific action on the part of the unit to approve the gift. Such actions may be rescinded by the UCCE County Director if deemed inappropriate.

## IV. Procedures

### A. Allowable Gifts

#### 1. Appreciation or recognition items:

- a. Gifts of tangible personal property such as promotional items (logo, T-shirt, mug, etc.) may not exceed \$75 per individual.
- b. A nonnegotiable gift certificate, and mementos such as a plaque, watch or logo item of more than minimal value, book, or the like may not exceed a total of \$250 per individual per year from all 4 H units in a county.

#### 2. Sympathy gifts:

- a. Gifts such as flowers, candy, or a book can be purchased and given as a sympathy gift.
- b. The cost of such gifts is limited to \$75 per individual.

### B. Request for payment or reimbursement

1. Requests for payment or reimbursement of non-cash gift expenditures must be submitted in writing to the 4-H unit and approved for payment via an adopted budget or action by the unit to approve the payment.
2. The written request for payment must include the name, title, and occupation of the gift recipient(s) as well as the purpose of the gift.