

	Hampton-Valley Forge Vol. Fire Dept. Standard Operating Guidelines	
	Subject: Donations Received	SOG # 4-13
	Approved: Fire Chief Chris Isaacs	Initiated 01/01/2019 Revised 01/01/2019

Any donations received by members from any citizen shall be considered a donation to the department. Under no circumstances will any member be permitted to retain donated funds or accept any tips for service rendered.

Any donations received shall be attached to or enclosed in an envelope with a notation as to the donor, the date and time received. Donations shall then be left in the Treasurer mailbox.