



Welcome to TFG!

ORGANIZATIONAL TRAINING



What do we do?



We help kids who can't go home.

Death of a
Parent



Car Accident



DCS Removal



Arrest of a
Parent

Crisis Situations



Create



Gaps of Waiting

The TFG Mission

#bridgethegap

TFG is a nonprofit service organization that identifies the gaps that occur when a child, birth up to eighteen, experiences a crisis that prevents them from returning to their natural home and offers comfort, encouragement, resources, necessities, and support to that child to help bridge that gap, remove barriers to success, and ease the trauma of the transition.



Gaps before placement



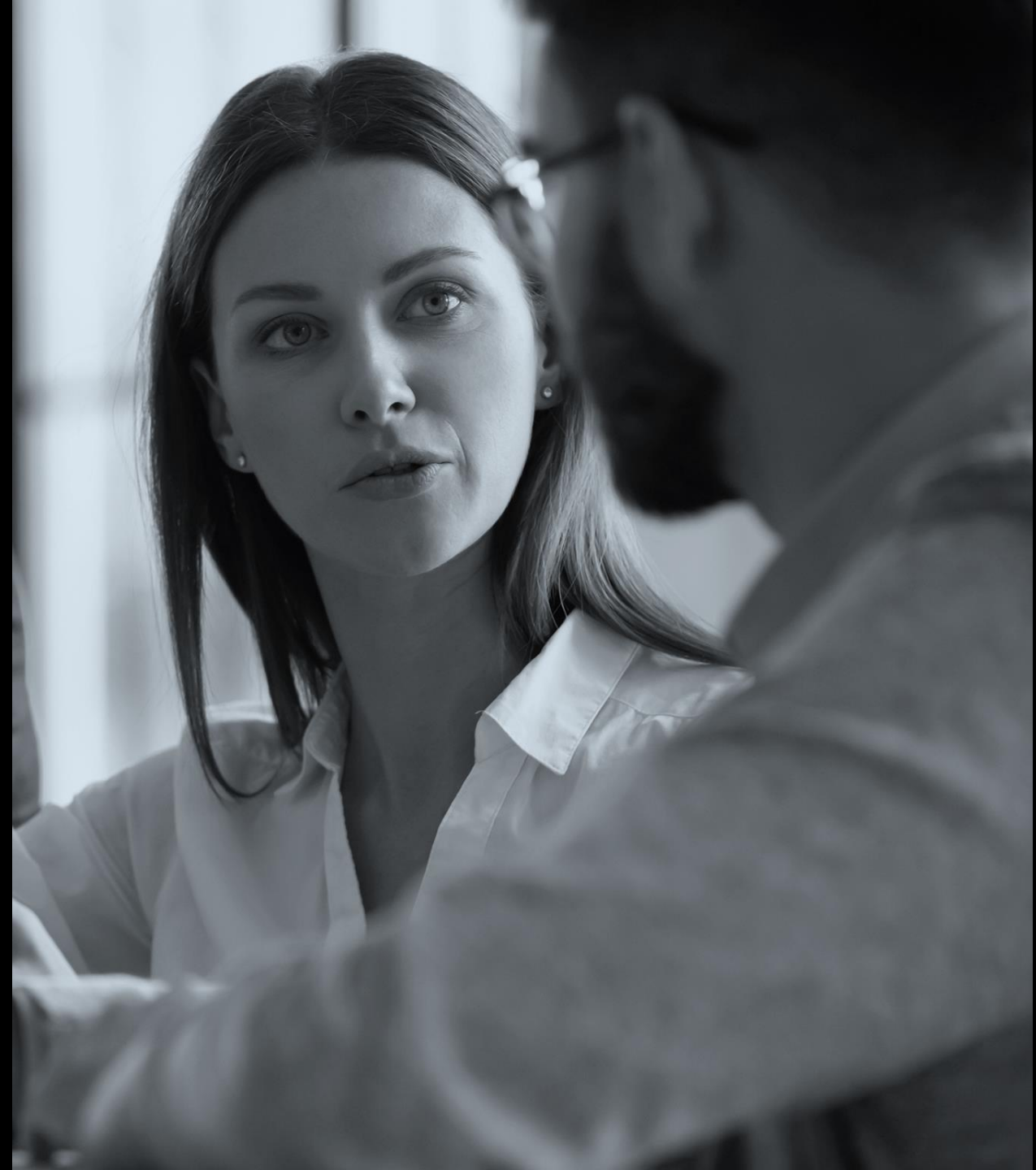
Gaps during placement



Gaps after placement

Fun Fact:

Our original service plan and mission was only for children entering foster care. But we believe listening to our community is important and they told us something more.





Services

A Place to Wait

Child-friendly waiting areas placed in not-so-child-friendly environments where children are left waiting for what comes next. Can be placed at:

- Police Stations
- Crisis Centers
- DCS Offices
- Emergency Shelters
- Fire Stations



Gift Kit Choices

A PLACE TO WAIT

Help ease the trauma of transition with a child-friendly place to wait

You can help build a place to wait. These areas are set up initially by our team and then restocked as needed. The items are allowed to leave with the child when they move on to a placement. You can help with any of these items that are supplied for these areas or make a financial donation to establish a complete initial setup.

A place to wait can include the following items



Just for Them

- Includes table and chairs, playhouse bookcase, toy box, activity bench, three-drawer cart, playmat rug, portable DVD player, two foldable cots, pop-up play tent, headphones, weighted stuffed animals.
- Stocked with cleaning supplies, baby wipes, movies, books, coloring, journals, blankets, stuffed animals, and toys.
- Restock and replace as needed
- Location signs MOU



Services

On-call Gift Squad

On-call team that responds to urgent situations by shopping and delivering what children need at that moment. Items can include:

- Food
- Clothing
- Hygiene
- Comfort
- Activity
- Special Needs



Services

Gift Kits

Bulk supply for the first responders and the emergency shelters with pre-packed kits that speed up response time for everyone go to:

- Summer House
- DCS Workers
- Officers Cars
- Gift Squad



Gift Kit Choices

FOR THE KIDS

KITS BY AGE

Baby Kits

Travel pack of diapers, baby wipes, pacifiers and holder, baby wash and lotion, two bottles, teething ring or toy, changing mat, baby bath towel, baby blanket, baby washcloths, diaper rash cream, clear pouch, all in diaper bag.

Toddler Kits

Pull-ups and diapers, baby wipes, small toy, toddler book, sippy cup, small toothbrush with holder and toothpaste, baby wash, washcloth, diaper rash cream, diaper bag.

**The kits listed below will be paired with any general kit necessary.*

Elementary Kits

Water bottle, elementary-age reading book, small learning toy, child's travel bag.

Tween/Teen Boy Kit

Facewash, deodorant, plastic storage pouches, boy's journal and pens in boy's travel bag.

Tween/Teen Girl Kit

Feminine products, deodorant, plastic storage pouches, girl's journal and pens in girl's travel bag.

GENERAL KITS

General Hygiene Kit

Small toothpaste, toothbrush, toothbrush holder, comb, brush, bar soap and holder or body wash, washcloth, plastic storage pouch.

Comfort Kit

Plush blanket, small pillow, and small stuffed animal in small backpack.

School Kit

Three-ring binder, paper, pencils, pencil holder, notebook, crayons, tissues, germ-x, in a backpack.

Sensory Kit

Noise canceling headphones, oral motor chews, hand fidgets, small weighted stuffed animal.

Activity Kit (any age)

Coloring books, crayons, travel game, fidget toy, activity books.

Place to Wait Kits (any age)

Learning toys, weighted stuffed animals, DVD movies, variety books, coloring books.

FOR THE HELPERS

DCS/SRO Transport Kit

Germ-x, kleenex, snacks, hand wipes, five gallon-size and five quart-size ziplock bags, two trash bags, small first aid kit, whistle, blanket, washcloths in 2.5 gallon bag.

Officer Kit

Diapers, wipes, blanket, stuffed animal, first-aid kit, small stuffed animal, five gallon-size ziplock bags, five quart-size ziplock bags.

Donor may select packaging type and pack kits. Packaging can be clear oversized baggies unless otherwise specified. TFG team can also pack kits for you if needed. Any packing material donated is greatly appreciated, but we do ask that you only select listed items due to storage space.

À LA CARTE ITEMS

Carseat

Travels with child

Weighted Stuffed Animal

Used for children with severe trauma or abuse

Travel Bags

Suitcase or duffel with personal care bag

Mix and Match

- Baby, toddler, elementary, tween/teen boy, and tween/teen girl kits
- Hygiene, comfort, school, sensory, and activity kits
- DCS transport kits, officer kits
- Individual car seats, weighted stuffed animals, travel bags



Services

Christmas on Your Own

One youth that has recently aged out of foster care is treated to a special Christmas wish list of items including:

- Household items
- Clothes
- Children's gifts
- Grooming and Hygiene
- Gas or grocery cards
- No cash value, no electronics



Services

Fostered Start Scholarships

Two high school seniors, one college-bound and one career-bound, are selected for a cash award and household start up including:

- \$500 cash award
- \$500 wish list items



Services

Fostered Gift Finders

Online team of volunteers that help us look for specialty items that may not be provided by standard DCS services that could include items such as:

- Instrument for band
- Equipment for sports
- Senior pictures
- Cap and gown fees
- Specialty clothing

Current Area of Services

A Place to Wait Locations
Southwest DCS Region

On-call Gift Squad
Tipton County

Department of Children's Services Regional Structure (updated 9-30-15)



	Northwest, 13 Counties RA Kitty Oliver 731-364-3149		Davidson County RA Tiwana Woods 615-532-2461		East Tennessee, 8 Counties RA Marcy Martin 865-425-4458
	Mid-Cumberland, 8 Counties RA Lisa Brookover 615-360-4396		Upper Cumberland Region 14 Counties RA Cheri Richards 931-646-3000		Northeast, 8 Counties RA Lucretia Sanders 423-979-5220
	Shelby County RA Merlene Hyman 901-578-4371		South Central, 14 Counties RA Lisa Williamson 931-380-2587		Tennessee Valley, 9 Counties RA Sandra Holder 423-296-2266
	Southwest, 11 Counties RA Teresa Harrison 731-421-2010		Smoky Mountain, 7 Counties RA Wendy Williamson 865-981-1993		Knox County RA April Snell 865-329-8879



When did it start?

It started
with a gift
in 1989.



2-23-22

The one thing after another lined up right on time. Well, almost right on time.

After that, it was one girl's journey from foster kid to social worker, fostering a mission to make a difference. In 2019, it became a clear vision. One that had to wait.



Fun Fact:

The original logo and name for TFG was a little bit different. A few bumps in the road sent us a different direction. One that turned out quite well.



Giving Impacts Foster Trauma



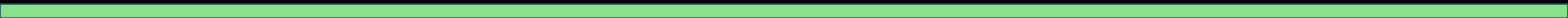
Why do we do this?

Many organizations have **tried** to fix a system that is leaving kids behind to keep them safe.



In all these years, the system is the same. The gaps still exist. We cannot change the system. But there is one thing we can do.

We can bridge the gap.





Giving does impact foster trauma
and can ease the trauma of the
transition.

How do we know?



Giving does impact foster trauma and can ease the trauma of the transition.

How do we know?

She **remembered** what she was given in the gap.



Why would easing the trauma
make a difference? Does bridging
the gap really matter later on?

What could it change?



Why would easing the trauma
make a difference? Does bridging
the gap really matter later on?

What could it change?

Homelessness



Why would easing the trauma
make a difference? Does bridging
the gap really matter later on?

What could it change?

Homelessness

Unplanned families



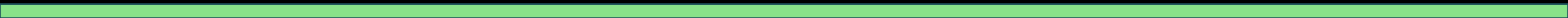
Why would easing the trauma make a difference? Does bridging the gap really matter later on?

What could it change?

Homelessness

Unplanned families

Cycles of abuse



Why would easing the trauma make a difference? Does bridging the gap really matter later on?

What could it change?

Homelessness

Crime in communities

Unplanned families

Cycles of abuse



Why would easing the trauma make a difference? Does bridging the gap really matter later on?

What could it change?

Homelessness

Crime in communities

Unplanned families

A ripple of life

Cycles of abuse



Why would easing the trauma make a difference? Does bridging the gap really matter later on?

What could it change?

Homelessness

Unplanned families

Cycles of abuse

Crime in communities

A ripple of life

The future





Who is involved?

Organizational Goals

- Stay true to mission
- Offer transparency to community and donors
- Respect for, engagement with, and support of other organizations
- Provide place for people to serve
- Provide a comforting place for children to wait
- Community involvement and support
- Strong relationships with local leaders and services
- Humble donor interactions
- Balanced service and self-care
- Trained and encouraged staff and volunteers – workshops, retreats
- Strong bridges of communication
- Best-interests of children come first
- Invest in community futures of children we serve
- Be the connection between those who want to give and the children in need

Organizational Ethics C.A.R.E.S.

Vision and Values

Every child that experiences a crisis and cannot return to their natural home experiences a comforting transition, with minimal barriers, minimal waiting, minimal additional trauma, and with all needs addressed until a more stable resolution can be found.

- Collaboration: Work with community partners to improve outcomes for the children we serve
- Accountability: Demonstrate responsibility within our mission and to our community
- Respect: Treat all parties involved with kindness and consideration
- Education: Teach our community about the gaps, challenges, and needs that exist
- Service: Provide solutions that encourage children to thrive despite challenges and barriers

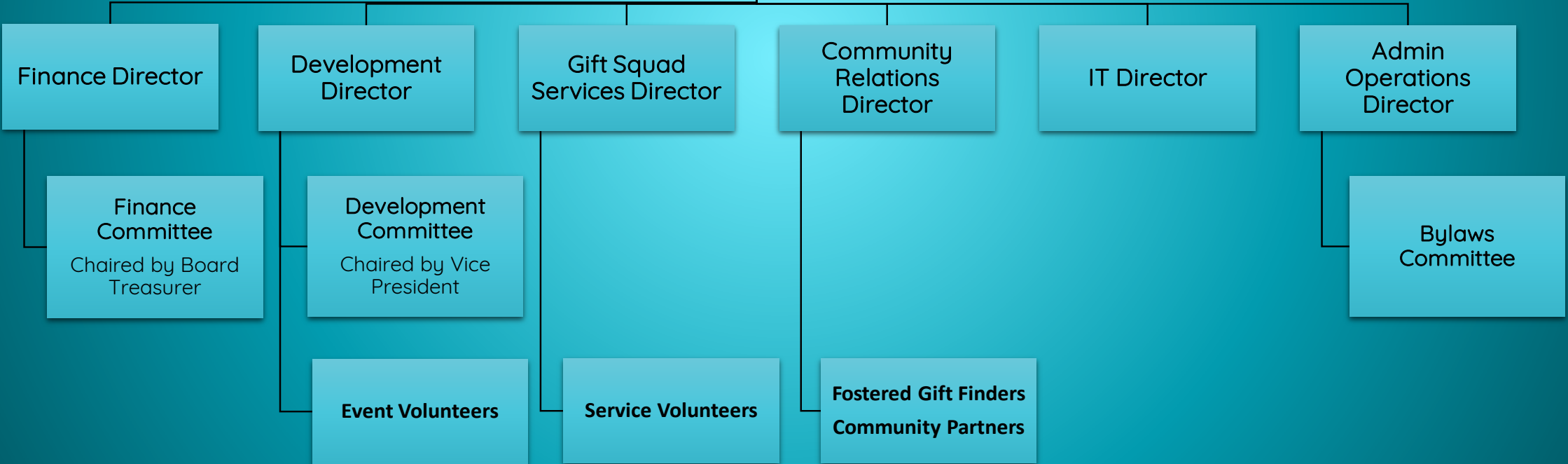
All directors are appointed positions and do not have to retain a seat on the board
President serves as ex officio to all committees and appoints committee chairs not established from bylaws

TFG Board
Three to eleven members appointed

Advisory Council
Appointed

Executive Committee
Officers including President, Vice President, Secretary, and Treasurer elected for term of three years

Executive Director



Executive Committee

The elected officers of the board. Hold same authority as board in the intervals between meetings with the exception of bylaw amendments.

President

Meetings
Advisory Council
Org. Oversight
Annual Update
Ex officio
Appoints Chairs
Votes and Quorum

Vice President

President in Absence
Chairs Development

Secretary

Meeting Minutes
Records of TFG
Annual Update
Correspondence

Treasurer

State and IRS
Charitable Documents
Banking Reconciliation
Annual Budget
Monthly Reporting
Finance Policy
Chairs Finance

General Committees

Committee members do not have to be members of the board but must be approved by the board. Chairs are appointed by president except where designated by the Bylaws of the organization.

Ad Hoc

Can be convened at any time
Can be long or short term
Purpose set forth by board

Development

Plans fundraising and community events
Sets events calendar and timelines
Chaired by vice president

Finance

Reviews annual income and expenditures
Makes budget recommendations
Completes internal audits

Bylaws

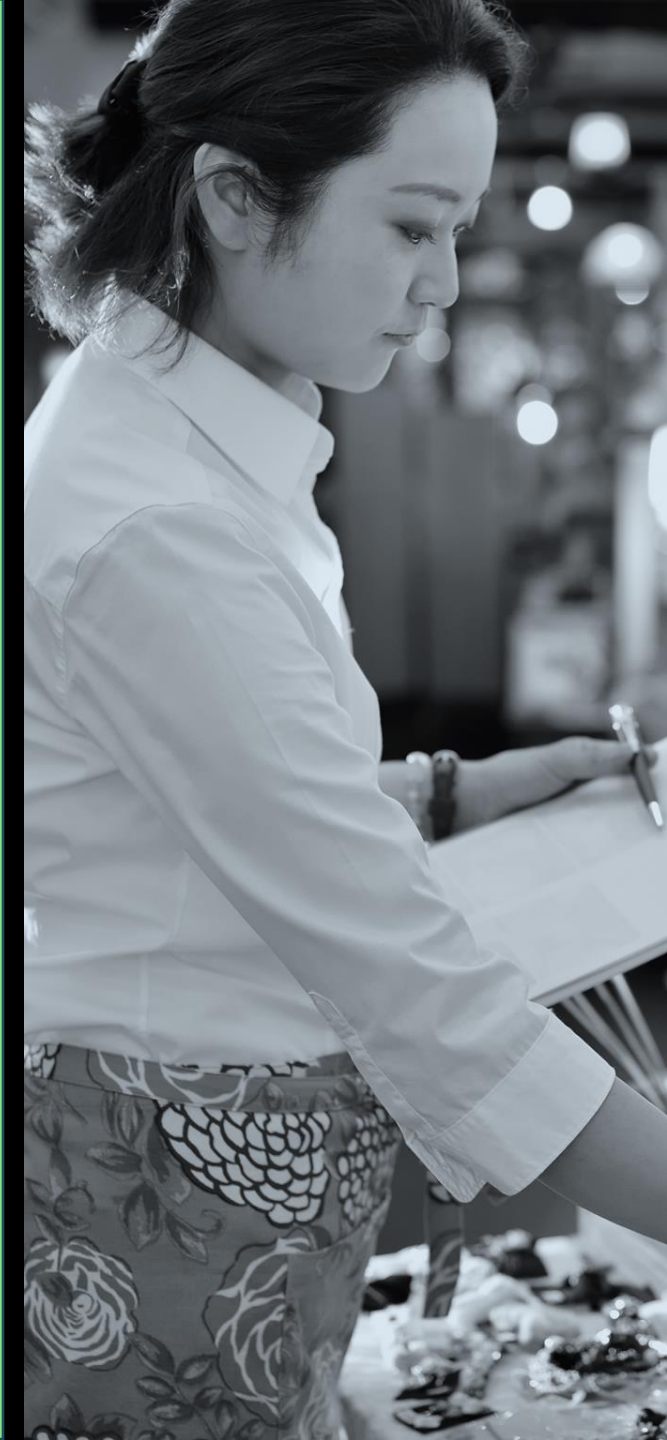
Monitors organizational compliance
Prepares amendments for review
Evaluates bylaw relevance over time



Board Member vs. Departmental Director

What is the difference?

- Board members are responsible for the organizational oversight, direction, and policy
- Directors are responsible for the day-to-day management of organization and divide up tasks of an ED
- Both are appointed positions
- You do not have to be on the board to be a departmental director



Gift Squad Services Director



Jennifer Hall

- Oversees service volunteers
- Manages on-call Gift Squad
- Monitors APTW for restock
- Assists with donation pickup
- Coordinates scholarship shopping
- Coordinates Christmas on Your Own



IT Director

Open Position



- Manages online security and access
- Develops online resources
- Monitors software expenses
- Provides software recommendations
- Oversees functionality of website
- Email administration





Finance Director

Daphne Waddell

- Oversees budget expenditures
- Evaluates program spending trends
- Monitors financial form submissions
- Assists in donor management
- Financial data entry
- Oversees tax exempt accounts
- Admin over card purchases



Development Director



Carrie Gross

- Coordinates fundraising events
- Prepares sale of promo items
- Assists in donor connections
- Evaluate program financial needs
- Oversees event volunteers
- Coordinates event booths



Community Relations Director



Shannon Leach

- Organizational on-brand marketing
- Promotes TFG events and fundraisers
- Maintains social media campaigns
- Provides community education
- Provides volunteer training
- Develops community resources/grants
- Maintains donor relationships and CP's
- Coordinates new APTW installs
- Maintains email marketing
- Oversees Fostered Gift Finders



Administrative Operations Director



Open Position

- Chair of bylaws committee
- Sources grant opportunities
- Monitors TFG Bylaws compliance
- Maintains volunteer hours records
- Compiles services data and stats
- Coordinates annual update meeting
- Assists in onboarding new volunteers



More of the Team

Advisory Council

Service Volunteers

Event Volunteers

Community Partners

Fostered Gift Finders

Donors





Where are we going?

A Place To Wait for
All Kids



Foster Homes Are
the KEY

All Needs Met
All the Time



A Better Plan For
Moving into
Independence



How do I do this?

How do I do this?

Interact with the Children We Serve

There is no expectation for working with a child that has been through a crisis.



The child may be angry, sad, or fearful. But the child may also be happy, playful, and smiling. There is no way to tell what emotions you will observe. They may be very different from what you expected.



The story they tell you may be true and shocking. The story they tell you may also be untrue and shocking. You have no way to know, and it is not our job to determine it. True or untrue they still just want to be heard.



They may be hesitant of the gift. They may have never had a toy. Or new clothes. Or a stuffed animal. Or a journal of their own. Don't assume they know how to do typical things that our children would know how to do. But also, be careful not to assume they don't.



Not all the children we serve are in a foster care removal situation. They may be there because of a different type of emergency situation. Always remember, the loss can feel just as real and just as scary.

Things a hurt heart might say

“I want to go home.”

Even if home was awful, it was what they knew. And often what you know feels safer than what you don't.

“My stomach hurts.”

Remember that trauma is often held in our bodies. Allow them to describe the pain and make sure the appropriate person knows.

“I hate you.”

It doesn't matter if they don't even know you. Anger is a normal response to crisis. Know that it is likely not about you at all.

Nothing at all.

Some kiddos are not ready for words yet. There is nothing wrong with silence if that is what they need.





Take careful steps with a heart that needs fostering.



As much as we would like to comfort a child who is struggling, touching and hugs should not be initiated. If you are uncomfortable, tell another adult.



Our services are arriving at a point when there are many unanswered questions. Do not make promises or assurances. Just let them talk.



We are not trained counselors. Remember our role is to provide comforting items and environment. We are there to be a bridge.



Never try to force an interaction. If they are silent then allow them to be. They are processing a lot in their minds right now.



Keep your movements calm and slow. Tell the child before you move what you are going to do so they are not caught unaware.



If the child reveals something to you, quietly ensure the professionals involved are aware, but remain composed no matter how upsetting the information. ***

Keep it
confidential
always. No
unexpected
S.T.O.P.S.

No Signatures
No Transporting
No Opinions
No Pictures
No Sharing



If you are not sure, ask. Even if they are not officially in DCS custody yet, our rules to protect their privacy still apply.

How do I do this?

Share Our Mission

Public Relations

- Rack Cards
- Business Cards
- Facebook
- Instagram
- Website (QR Code) *
- Newsletter automation
- Donation Center CP
- Community Education
- Event Booths
- Fundraisers
- Word of Mouth
- Annual Update (September)

The Fostered GIFT

Somewhere a Child Is Waiting

Every day there are children experiencing some form of a crisis that leaves them unable to go back home. Until a new plan arrives, they wait. They wait for answers. They wait for hope. No matter what their situation, in that moment, they are a heart that needs to be fostered.

While we cannot take all of the problems away, we can give them comfort until the wait is over. Whether by providing a place for them to wait or by gifting things they want and need, we can help them brave the storm. We can help bridge the gap.

**EASING THE TRAUMA OF
THE TRANSITION, ONE
WAITING CHILD AT A TIME**

thefosteredgift.org

TFG SERVICES



Gift Squad Team

On-call services that deliver wanted and needed items to waiting children in crisis



A Place to Wait

Child-friendly waiting areas stocked with comforting items for children in crisis



Fostered Start Scholarship

College and career awards for youth graduating while still in foster care



Christmas on Your Own

Fostered gifts provided for a new adult who has aged out of the foster care system



Fostered Gift Finders

Community partners that are on the lookout for specialty items for children in foster care



Gift Kit Supply and Delivery

Prepackaged kits of needed items prepared for specific ages or needs for children and first responders

[#bridgethegap](https://twitter.com/bridgethegap)



Get the *Notes from the Bridge Newsletter* and stay informed on upcoming TFG events and services!



Subscribe

#bridgethegap






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- The Fostered Gift Aug 20
 ● Services Tracking Form Submission
 Staff Member Name Shannon Leach Staff Member Ph...
- The Fostered Gift Aug 20
 ● Volunteer Hours Form submitted on The Fostered Gift
 Name Shannon Leach Email shannon@thefosteredgif...
- The Fostered Gift Aug 18
 Notes from the Bridge Newsletter: Serve with Us
 Today in The Fostered Gift's Notes from the Bridge N...
- The Fostered Gift Aug 18
 ☆ Notes from the Bridge Newsletter: What we Do
 This issue of The Fostered Gift's Notes from the Bridg...
 
- The Fostered Gift Aug 18
 Welcome to TFG!
 Welcome to The Fostered Gift's Notes from the Bridg...
- jennifer Aug 6
 August board meeting minutes
 Please review and let me know if any corrections ... 

To: me

[View in browser](#)



Notes from the Bridge Newsletter

Hello again! We hope all is well on your side of the screen! It has been a busy time over here and we have been going and growing as we work to ease the trauma of the transition for waiting kids. These busy days have reminded us of the old saying, "Many hands make light work."

So, we are looking for many hands!

People often ask us how they can serve with our organization and we wanted to be sure everyone knows about the many opportunities available for all types of volunteers! You can give a little time or a lot. You can serve at the

Notes from the Bridge Newsletter

- Subscriber process 100% automated
- CTA included along with drive to website

Public Relations

- Give Community Relations Director as contact for speaking
- All public posting clears through CRD
- Share, Like, Comment
- No comment and refer
- Stay on brand
- Follow photo policies
- Use hashtags and taglines

The Fostered GIFT

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[#bridgethegap](https://twitter.com/bridgethegap)





Branding Basics

- Consistent colors, fonts, logos
- Hashtags and taglines
- Meaning behind the pictures
- Don't make the lights flicker
- Quality over quantity
- Become recognizable and known (remember the feeling of trust and safety for a child)

Fun Fact:

The white butterfly is more than a logo. It is a true story. At one point, someone pointed out its meaning to me and that brought me comfort. Now we use it to do the same for others.



Multi-cultural
Hope
New beginnings
Guardian angels
Solidarity
Healing
Comfort and support
Fresh start
Innocence

How do I do this?

Raise Money

#donorsmatter

Without our donors and our community, the mission of TFG would be almost impossible. It only works by community and teamwork.



Fundraisers



Grants



Donations

"It's a happy talent to know
how to play."

~ Ralph Waldo Emerson

The 
Fostered
GIFT

The 
Fostered
GIFT

FUN & GAMES

Bunco Tournament

Saturday, March 25th, 2023 @ 3 p.m.

4538 Holly Grove Road, Brighton, TN

FOOD

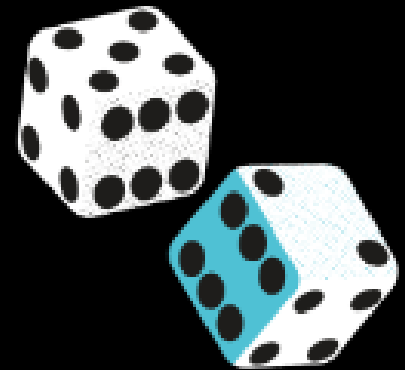
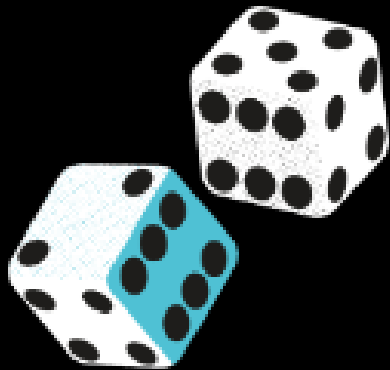
PRIZES

FUN

Grab a partner and join us for an afternoon of fun and learn how you can bridge the gap for a child.

FREE EVENT ~ Donations Welcome
Space limited ~ Dice provided

Reserve your spot at thefosteredgift.org



Grants

Majority Grant Funded



Services



Hours



Locations



Accountability



Numbers

Entering data and documenting what we do is paying it forward for a child. Documentation matters.

How do I do this?

Accept Donations



So Many
Ways to Give

Venmo

@thefosteredgift

Paypal

paypal.me/thefosteredgift

@thefosteredgift

Donorbox QR Code



Donation Station

- Venmo
- PayPal
- Website (Best choice)
- In-person cash or check
- Donorbox QR Code
- Facebook fundraisers

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Subscribe

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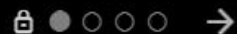
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Cookies here!

Choose amount



Every moment matters. You can change the memory of this difficult moment for a child now.

- One-time
- Weekly
- Monthly
- Annually

- \$25
Hygiene items for one child
- \$50
A suitcase or bag and hygiene items for one child
- \$100
Clothing, suitcase or bag, and hygiene items for one child
- \$250
Clothing, hygiene items, travel supplies and luggage, meals, and comfort items for one child
- \$650
Child-friendly waiting area



One-time Weekly Monthly Annually

Hygiene items for one child

\$ 50
A suitcase or bag and hygiene items for one child

\$ 100
Clothing, suitcase or bag, and hygiene items for one child

\$ 250
Clothing, hygiene items, travel supplies and luggage, meals, and comfort items for one child

Choose one

- Fostered Gifts for a Child
- Organizational Expenses
- Community Education
- A Place to Wait
- Fostered Start Scholarships
- Christmas On Your Own
- Apply to Area Most Needed
- Board Member Dues**
- Volunteer T-shirt

Choose one



- Dedicate my donation in honor or in memory of someone
- Write us a comment
- Display your donation & comment on the donor wall

Choose a payment option:

- G Pay
- PayPal
- venmo
- Credit/Debit Card
- Bank Transfer

Powered by [Donorbox](#)



The Fostered Gift is a Section 501(c) (3) charitable organization, EIN 88-0908558. All donations are deemed tax-deductible absent any limitations on deductibility applicable to a particular taxpayer. No goods or services were provided in exchange for your contribution.

- Facebook
- LinkedIn
- Twitter

Payment Options

- Make donation anonymous ?
- This donation is on behalf of a company
- Would you like information about volunteer opportunities with our organization?
- Would you like to be notified of upcoming fundraising events?
- Subscribe to our mailing list to receive updates from us. You can unsubscribe anytime.
- Optionally add \$2.32 to cover processing fees

\$52.32 One-time



Powered by Donorbox

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here out
a child ...

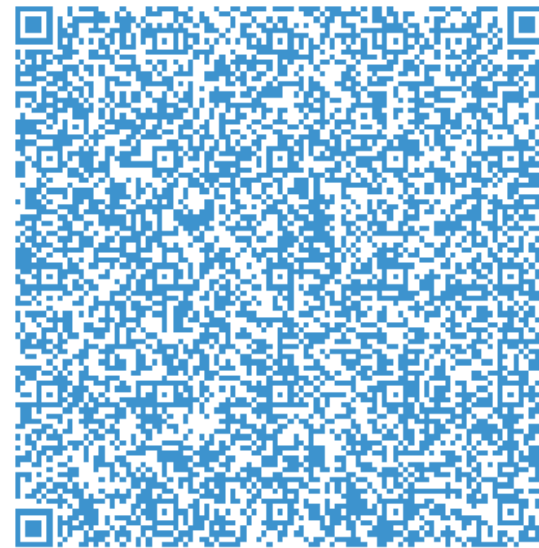


PayPal

No fees no matter how you pay



To pay, scan the QR code with your Venmo app



venmo



Don't have the app? Pay with [PayPal](#) or [Credit/Debit card](#)

EIN 88-0908558. All donations are deemed tax-deductible absent any limitations on deductibility applicable to a particular

Venmo



First Name Last Name
Shannon Leach

- Make donation anonymous ?
- This donation is on behalf of a company

Email
This field is required

Phone

Choose your country
United States

Address

Address 2

Postal Code City



Credit Card and Bank Transfer



Donate

← Payment



CARD

PAYPAL

BANK TRANSFER



donate from your bank using [Plaid](#), a secure and encrypted bank transfer service.

- Create a donor account to manage my donations and donate again faster.
- Optionally add \$1.18 to cover processing fees

Credit Card and Bank Transfer

The Fostered Gift





← Payment

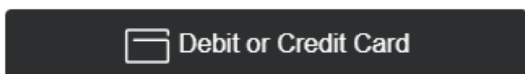
CARD


PAYPAL

BANK TRANSFER





 Debit or Credit Card

Powered by 

Optionally add \$2.32 to cover processing fees

Powered by [Donorbox](#)

2023-2024 Budget
 TFG Organizational Structure

The Fostered Gift is a Section 501(c) (3) charitable organization, EIN 88-0908558. All donations are deemed tax-deductible subject to any limitations on deductibility applicable to a particular

Credit Card and Bank Transfer

← Payment

- CARD
- PAYPAL
- BANK TRANSFER

Card Number

Expiration MM / YY CVC Code

Billing Postal Code
38019

Create a donor account to manage my donations and donate again faster.

Optionally add \$2.23 to cover processing fees

Donate \$52.23 One-time

This form is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.



Credit Card and Bank Transfer



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Donate

Thank you

Organizations

Your support today is making a difference for a child. Thank you for helping us bridge the gap in their hardest moment.

[Facebook](#) [LinkedIn](#) [Twitter](#)



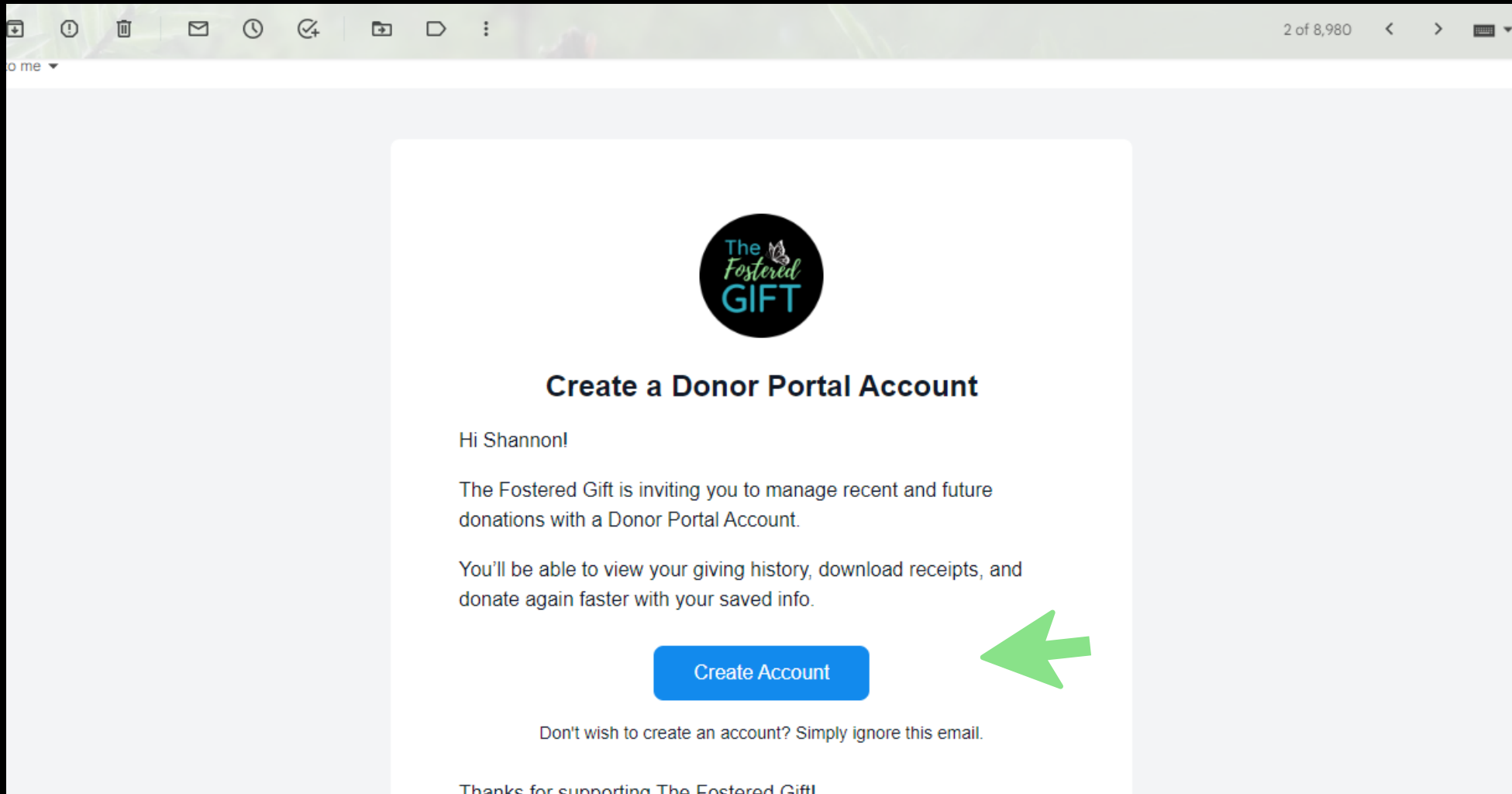
Photo/Video Release Forms
 The Fostered Gift is a Section 501(c) (3) charitable organization, EIN 88-0908558. All donations are deemed tax-deductible absent any limitations on deductibility applicable to a particular taxpayer. No goods or services were provided in exchange for your contribution.

[Facebook](#) [LinkedIn](#) [Twitter](#)

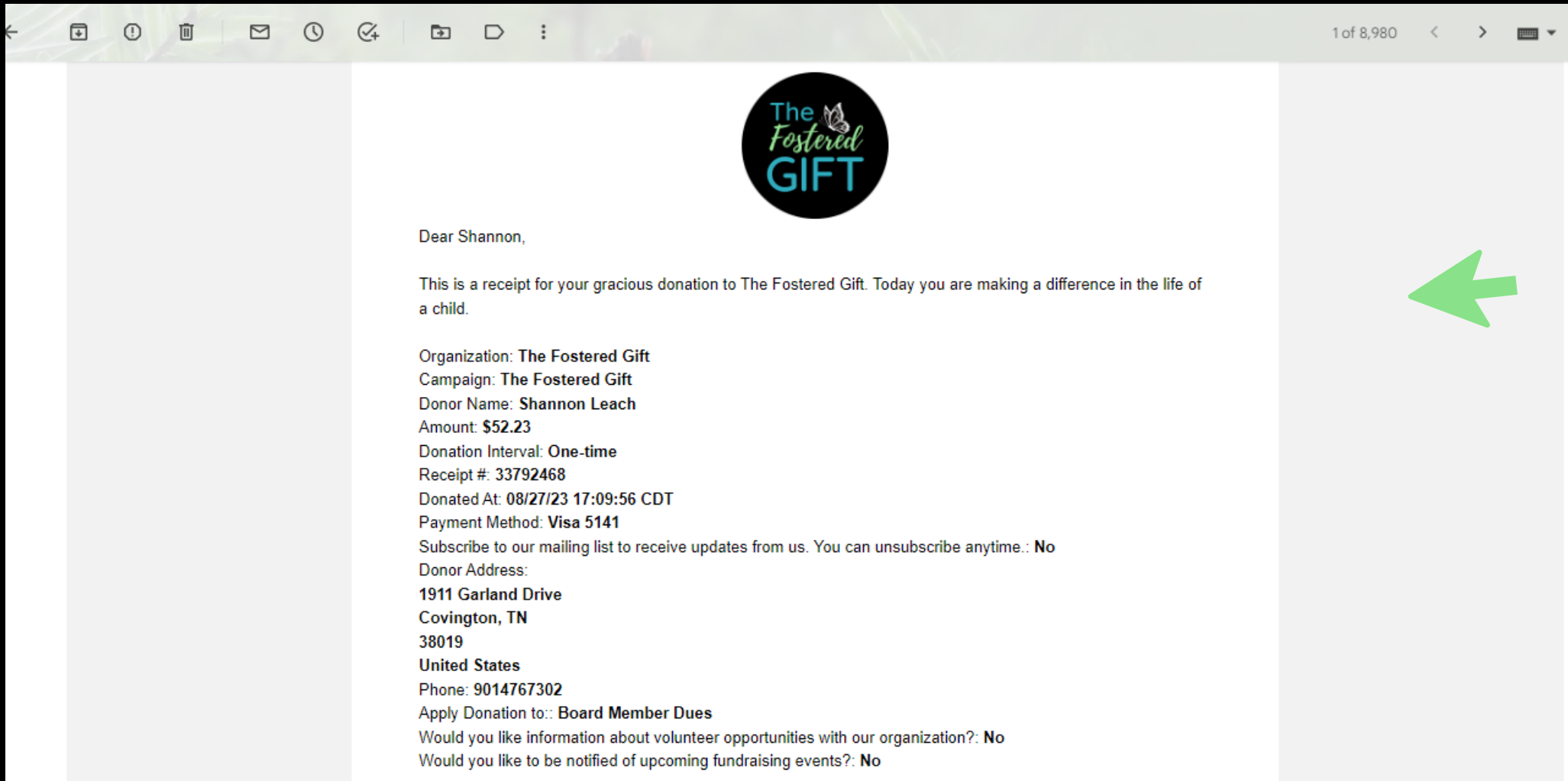
- IRS Determination Letter
- 2023-2024 Budget
- TFG Organizational Structure



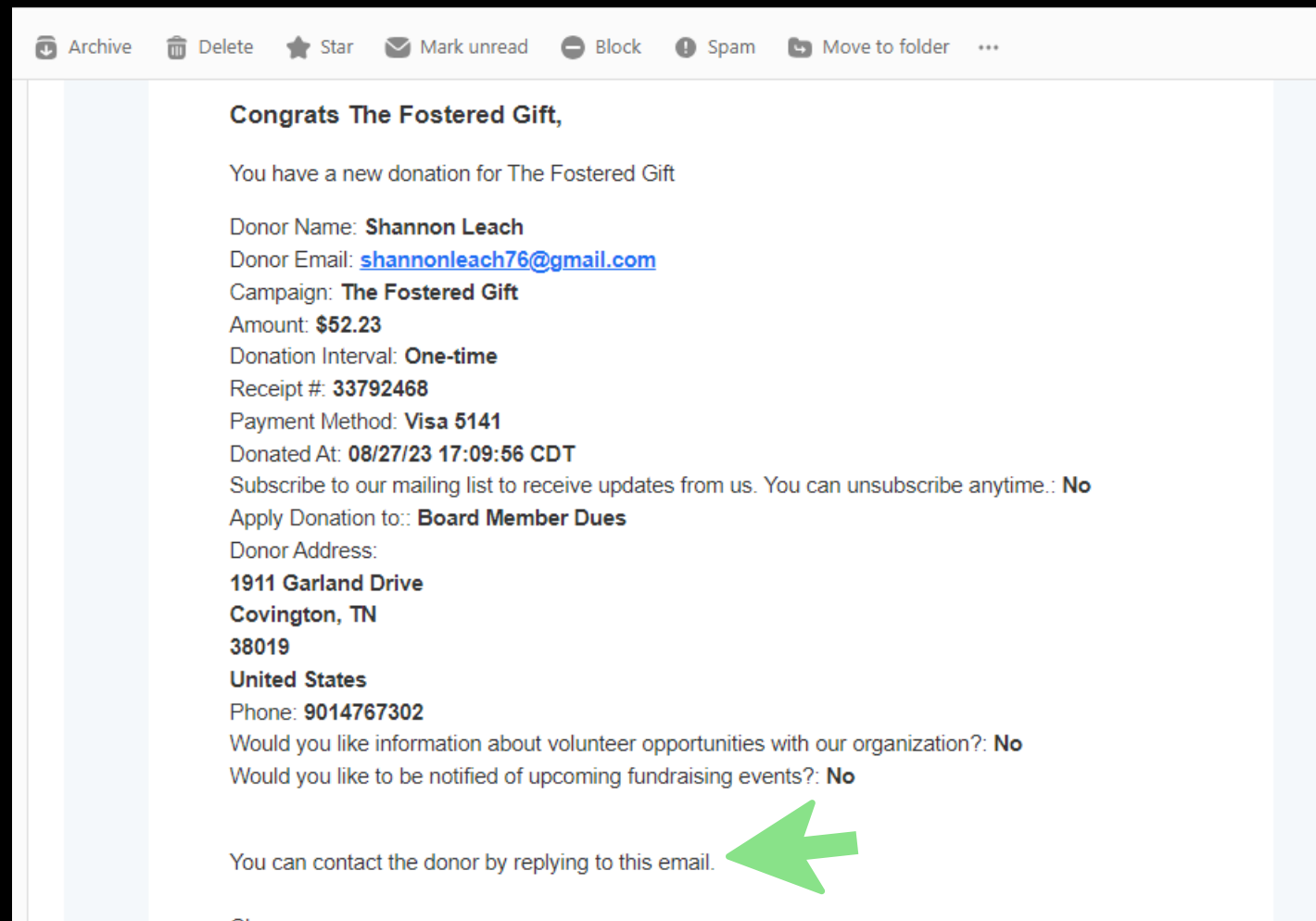
After Donation



After Donation Automation



After Donation Automation Donor Side



After Donation Automation TFG Side



The Fostered Gift and its mission are often dependent upon the community's support through donations and gifts. The following guidelines shall apply to any donation or gift made to TFG, whether monetary or otherwise.

- 1.) The Fostered Gift solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects.
- 2.) Donations and other forms of support will generally be accepted from individuals, corporations, businesses, foundations, partnerships, government agencies, or other entities without limitations.
- 3.) Gifts of real property, life insurance, personal property or securities may only be accepted upon approval by the TFG Board on the recommendation of the Finance Committee.
- 4.) No information provided by The Fostered Gift is intended to constitute, and should not be relied on for, tax or legal advice. The Fostered Gift urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.
- 5.) Prospective donors will be responsible for their legal, accounting, appraisal, and other fees for all gifts and donations made to The Fostered Gift.
- 6.) The Fostered Gift reserves the right to decline a gift.
- 7.) Monetary donations may be made to The Fostered Gift. Donations such as memorials; donations made in honor of a friend or family member; donations for specific programs; donations made at events; and donations for a special project or capital campaign, etc., will be made directly to The Fostered Gift and are tax deductible within the guidelines of IRS rules for nonprofit corporations.
- 8.) The Fostered Gift will provide a written disclosure statement to donors of quid pro quo contributions in excess of \$75. A quid pro quo contribution is a payment made to a charity by a donor partly as a contribution and partly for goods or services provided to the donor by the charity. The Fostered Gift will furnish the disclosure statement in connection with either the solicitation or the receipt of the quid pro quo contribution. The statement will include information regarding the amount of the contribution that is deductible for federal income tax purposes and how it is limited to the excess of any money (and the value of any property other than money) contributed by the donor over the fair market value of goods or services provided by the charity. Such a disclosure statement will not be required if such disclosure was already made within the initial solicitation, if the goods or services hold token or insubstantial value, or there is no donative element involved in the transaction.
- 9.) Monetary appraisal of donated items will be provided by the individual or organization making the donation. Upon request, the Fostered Gift will give the donor a written acknowledgment recording the number and type of items and the amount as set by the donor.
- 10.) A requested written acknowledgement for monetary gifts or in-kind donations will be emailed or mailed to the donor prior to January 31st of the year following the donation, as long as a valid address is provided. If the value exceeds \$250, a written acknowledgement will be automatically provided at the time of acceptance.

Donation Station

- Donorbox is primary database
- Also used for ticketing
- Auto or manually entered
- Memorials recognized
- Watch quid pro quo
- Recurring available
- Email sent then and at end of year



- 11.) The Fostered Gift will not accept gifts that: would result in The Fostered Gift violating its corporate charter; would result in losing its IRS 501(c)3 nonprofit organization status; are too difficult or too expensive to administer in relation to their value; would result in any unacceptable consequences for The Fostered Gift; or are for purposes outside The Fostered Gift's mission.
- 12.) The Fostered Gift accepts material and items in new and like new condition as in-kind donations, with the explicit understanding that the item may be retained or disposed of at the discretion of The Fostered Gift.
- 13.) All final decisions to solicit and/or accept potentially controversial gifts will be made by the TFG Board in consultation with the Finance Committee. The primary consideration will be the impact of the gift on the organization.
- 14.) All in-kind donations become the sole property of The Fostered Gift and may be used at the discretion of The Fostered Gift. If the gift is sold, the proceeds will benefit The Fostered Gift.
- 15.) When considering whether to solicit or accept gifts, The Fostered Gift will consider the following factors and questions:
 - Values—Does the acceptance of the gift compromise any of the core values of The Fostered Gift?
 - Compatibility—Is there a compatibility between the intent of the donor and The Fostered Gift's use of the gift?
 - Public Relationships—Does acceptance of the gift damage the reputation of The Fostered Gift?
 - Primary Benefit—Is the primary benefit to The Fostered Gift, versus the donor?
 - Consistency—Is acceptance of the gift consistent with prior practice?
 - Form of Gift—Is the gift offered in a form that The Fostered Gift can use without incurring substantial expenses or difficulty?
 - Effect on Future Giving—Will the gift encourage or discourage future gifts?

The Fostered Gift documents any and all donations in accordance with IRS guidelines and FASB recommendations. Any questions or concerns regarding this policy, concerns of quid pro quo nondisclosure, or requests for written acknowledgements can be directed to office@thefosteredgift.org or finance@thefosteredgift.org.

Donation Station

- Items must be totaled for year-end
- Storage is slim
- Gift Kits are best
- In Kind receipts can be provided
- Donors responsible for appraisal

How do I do this?

Handle a Crisis

Incident Reporting

- ✓ Write down everything right away
- ✓ Contact Community Relations Director
- ✓ If unavailable, then member of Executive Committee
 - ✓ Do not answer reporter questions
 - ✓ Do not share any information with anyone else*
 - ✓ Make report if abuse or neglect
 - ✓ Do not try to handle yourself
- ✓ Complete any incident reporting paperwork (coming soon)

Incident Reporting

What counts?

- Call from reporter
- Injury to staff or client
- Witness inappropriate behaviors
- Witness abuse or neglect
- Are informed of abuse or neglect
- Violation of Code of Ethics
- Conflict of Interest
- Illegal behavior
- If you are concerned, ask the question.

Incident Reporting

Everyone in Tennessee is a mandated reporter.

Call 1-877-237-0004

What is Child Abuse and Neglect?

Physical abuse: Non-accidental trauma or physical injury of a child, or failure to protect a child from harm.

Neglect: Failure to provide for a child's physical survival needs to the extent that there is harm, or risk of harm, to the child's health or safety.

Sexual abuse: When a child is involved in intentional sexual acts that produce sexual arousal and/or gratification for the perpetrator or sexual behaviors/situations in which there is a sexual component.

Psychological harm: A repeated pattern of caregiver behavior or extreme incident(s) that convey to children they are worthless, flawed, unloved, unwanted, endangered. May include both abusive acts against a child and failure to act.

Incident Reporting

Everyone in Tennessee is a mandated reporter.

Call 1-877-237-0004

Failure to Report

Failure to report abuse is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months **imprisonment**, a fine or both. Those who report and “act in good faith” are immune from any civil or criminal charges which may result. **The reporter has the right to remain confidential and anonymous.**

How do I do this?

Enter Hours and Services

<https://thefosteredgift.org>



Get the *Notes from the Bridge Newsletter* and stay informed on upcoming TFG events and services!

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PO Box 124
Burlison, TN 38015

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Staff Login

The Fostered Gift



Username or Email Address

Password

Remember Me

Log In

Welcome, Shannon Leach

6:11 PM

Staff Portal

The Fostered Gift

Online Forms

- Volunteer Hours Form
- Services Tracking Form
- Charge Detail Form
- Expense Reimbursement Form

Printable Forms

- Expense Reimbursement
- Charge Form
- Card Holder Policy Agreement
- In-Kin Receipt



Online Forms

- [Volunteer Hours Form](#)
- [Services Tracking Form](#)
- [Charge Detail Form](#)
- [Expense Reimbursement Form](#)

Printable Forms

- [Expense Reimbursement Charge Form](#)
- [Card Holder Policy Agreement](#)
- [In-Kind Donation Receipt](#)
- [MOU for APTW](#)

[All Other Policies and Forms](#)



Online Forms

Volunteer Hours Form

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Charge Detail Form

Expense Reimbursement Form

Printable Forms

Expense Reimbursement

Charge Form

Card Holder Policy Agreement

In-Kind Donation Receipt

MOU for APTW

All Other Policies and Forms



First Last

Email

Phone

EVENT 1

Date

Place/Event Volunteered

Role

Hours volunteered

Details

expense reimbursement

Charge Form

Card Holder Policy Agreement

In-Kind Donation Receipt

MOU for APTW

All Other Policies and Forms

Place/Event Volunteered

- Gift Squad Delivery (On-call)
- Gift Squad Delivery (Bulk)
- Gift Squad Delivery (Helpers)
- A Place to Wait (Resupply)
- A Place to Wait (Install)
- A Place to Wait (Prep)
- Gift Kit Packing/Sorting
- Christmas on Your Own
- Fostered Start Scholarship (Ceremony)
- Fostered Start Scholarship (Shopping)
- Donation Pick Up/Drop Off
- Community Event Booth
- Community Event (Prep)
- Speaking/Community Education
- Board Meeting
- Committee Meeting
- Other Meeting
- Administrative (Board)
- Administrative (Director)



expense reimbursement

Charge Form

Card Holder Policy Agreement

In-Kind Donation Receipt

MOU for APTW

All Other Policies and Forms

Place/Event Volunteered

- Gift Kit Packing/Sorting
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- Fostered Start Scholarship (Shopping)
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- Community Event (Prep)
- Speaking/Community Education
- Board Meeting
- Committee Meeting
- Other Meeting
- Administrative (Board)
- Administrative (Director)
- Fundraiser (Prep)
- Fundraiser (Attendance)
- IT/Website
- Staff Training
- Community Service
- Fostered Gift Finder Search
- Volunteer Training/Recruitment

Place/Event Volunteered



Online Forms

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Cookies here!

Services and Supply Tracking

Staff Member Name

First

Staff Member Phone

Last

Email *

Complete All Fields That Apply

Date of Service

Type of Service

Location of Service

Contact Name

MOU for APTW

All Other Policies and Forms

Date of Service

Type of Service

- Gift Squad Delivery (On-call)
- Gift Squad Delivery (General Gift Kits)
- Gift Squad Delivery (Helper's Gift Kits)
- A Place to Wait (Resupply)
- A Place to Wait (Install)
- Christmas on Your Own
- Fostered Start Scholarship (Ceremony)
- Fostered Gift Finder Delivery
- General Emergency Assistance
- Community Event Booth
- Speaking/Community Education
- Staff Training
- Community Service
- Fostered Gift Finder Search



- 5-9
- 10-12
- 13-17
- 17 or older

How do I do this?

Document Spending



TFG Charge Form

Please fill out this form completely any time a charge is made on a TFG card. Please submit the form with original receipts.

Date Form Completed: _____ Best Contact Number: _____

Purchaser's Name: _____

Purpose of Expense: _____

Line Item of Budget: _____

Date of Charge: _____ Amount of Charge: _____

Last 4 digits of card used: _____ Location of Purchase: _____

Details of Purchase/Items Purchased:

Please attach the original receipt to this form and submit to the treasurer within seven days of purchase.

Printed Purchaser Name

Printed Name - Approval

Purchaser Signature

Approval Signature

Date Signed

Date Signed

Charge Form

- If you have made a charge on a card, complete online and turn in paper receipt, or print form and turn in both
- Three days is best
- Must be within the month



Request Date: _____ Requested By: _____

Email: _____ Phone Number: _____

Reimbursement Request

Original receipt must be attached prior to reimbursement.

Amount Requested: _____ Budget Line Name: _____

What was purchased: _____

What purchase will be used for: _____

Date expense occurred: _____ Where expense occurred: _____

In order to receive your check, you must list who check is payable to and where you want it sent or placed:

Check Payment Request

Check requests are a request to issue a check for something that has not yet been purchased.

Payment for: _____

Please issue check to:

Business/Payee Name: _____ Payee Contact #: _____

Payee Street Address: _____

Amount: _____ Date Needed: _____ Budget Line Name: _____

+++++

I certify these are valid expenses.

Purchased by (Signature): _____ Date Signed: _____

Purchased by (Print): _____

I have reviewed these expenses and I believe they are true and accurate.

Approved by (Signature): _____ Date Signed: _____

Approved by (Print): _____

For treasurer use only:

Date Issued: _____ Check Number: _____ Name Issued to: _____

Reimbursement Form

- Multipurpose form
- Reimburse your spending
- Send a check to someone else
- Printed or online
- We do not reimburse taxes
- Submit invoices quickly
- Please know budget amounts



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All Other Policies and Forms

Cookies here!



Name *

First Last

Cardholder Name *

First Last

Date of purchase *

Amount *

Location of purchase *

Description of item(s) purchased *

Budget line item *





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All Other Policies and Forms

Cookies here!

Reimbursement Request

Request Date:

Requested By:
First Last

Email:

Phone:

Amount Requested:

Budget Line Name:

What was purchased:

What purchase will be used for:

Date Expense Occurred:



Check Payment Request



Payment for:

Business/Payee Name:

Payee Phone:

Payee Street Address:

Amount:

Date Needed:

Budget Line Name:

I certify these are valid expenses.

How do I do this?

Find Forms

Online Forms

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- [Services Tracking Form](#)
- [Charge Detail Form](#)
- [Expense Reimbursement Form](#)

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- [Expense Reimbursement Charge Form](#)
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[All Other Policies and Forms](#)



TFG Policies and Forms

Board Member

Background Check Policy Consent
Background Check Information Form
Confidentiality Agreement
Code of Ethics
Whistleblower/Complaint Policy
DEI Policy
Conflict of Interest Form
Photo Policy
Board Member Commitment Pledge
Organizational Media Policy
Gift/Donation Acceptance Policy
Document Retention Policy

Advisory Council

Background Check Policy Consent
Background Check Information Form
Confidentiality Agreement
Code of Ethics
Whistleblower/Complaint Policy
DEI Policy
Conflict of Interest Form
Photo Policy
Advisory Council Agreement
Organizational Media Policy
Gift/Donation Acceptance Policy
Document Retention Policy

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<https://thefosteredgift.org/tfg-forms>

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Photo Release Policy

Organizational Media Policy

Gift/Donation Acceptance Policy

Document Retention Policy

Bylaws

IRS Determination Letter

2023-2024 Budget

TFG Organizational Structure

Cookies here!

<https://thefosteredgift.org/transparency>

How do I do this?

Take Quiz



Organizational Quiz

- Email with a link that will take you to quiz
- Twenty questions
- Answers at the end
- This PowerPoint is available on the staff login page



Questions?

Thank You
for
Attending!

The 
Fostered
GIFT