

## **Celebration of Dreams Policies**

### Eligibility

Eligible participants must:

- be in custody\* of Hamilton County Department of Job and Family Services
- have graduated from high school or
- passed the GED exam by June 1\*\*

\* Emancipated youth may participate if they were in HCJFS custody at age 18 (or age of emancipation) and graduate from high school or complete a GED by age 21 or earlier. If student is 21 at the time the list of graduates is being compiled, but will turn 22 before the date of the event, he or she may be included.

\*\* students who do not pass the GED by June 1 may be eligible the next year

### Invited guests

In addition to the students themselves, invited guests may include:

- foster parents
- students' caseworkers from Children's Services, Lighthouse Youth Services and other agencies
- Children's Services supervisors, section chiefs, top management and other staff
- other professionals who have been active in the students' lives such as teachers or counselors
- members of the Foster Child Enrichment Council
- supervisors, executives and other staff from Lighthouse Youth Services and other agencies
- representatives from ProKids
- guardians ad litem from the Office of the Hamilton County Public Defender
- Juvenile Court magistrates and judges
- elected officials
- donors
- event speakers and other honored guests

Relatives of the students are not invited unless the student lives with the relative. Boyfriends and girlfriends are not invited.

### Donations

In accordance with policies of Hamilton County, HCJFS and the Foster Child Enrichment Council:

- Celebration of Dreams committee members may solicit and/or accept donations of goods, services or money solely for the benefit of customers (foster youth/students).
- Solicitations and fundraising activities by Hamilton County employees must take place only during non-work hours, i.e. lunch, vacation, before and after work, days off and altered work schedule
- Financial donations:
  - Checks should be made out to the Foster Child Enrichment Council. The words "Celebration of Dreams" should be written on the memo line of the checks. Checks are preferred over cash donations.

- Checks may be mailed by donors directly to the Foster Child Enrichment Council, at P.O. Box 18283, Cincinnati, OH 45218.
- Checks and cash donations that are not mailed directly to the FCEC may be given to designated members of the Celebration of Dreams donor committee. To accept donations from HCJFS employees, donor committee leaders shall ask for two or three committee members to volunteer for this job – one for the Taft building and at least one for the A & D building. Designated members shall provide each donor with a receipt. Designated members shall purchase money orders for any cash donations they receive. The members shall mail checks they have received and money orders they have purchased to the FCEC at the above address. If a member wants to be reimbursed for the cost of money orders, he or she should send the money order receipt to Adam Moyer, FCEC treasurer, 2914 Portsmouth Ave., 45208. Enclose a note of explanation.
- Before soliciting for donations, committee leaders shall (1) prepare a list of individuals and organizations to be solicited, (2) specify or give examples of acceptable donations, (3) state solicitation method(s) to be used, and (4) plan how donations will be distributed. They will then convey this information to the following people for review and approval before seeking donations:
  - Dianna Greivenkamp, Foster Child Enrichment Council – 389-0707, greivenkamp@yahoo.com

If solicitation methods include a direct-mail letter or other public information, such as a flyer, it shall be prepared or approved by HCJFS Communications and the Foster Child Enrichment Council.