



FEDERAL ROAD SAFETY CORPS

STANDARD OPERATING PROCEDURE (SOP)

FOR DONATIONS/CONTRIBUTIONS
TO THE CORPS FROM STAKEHOLDERS

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AUTHORIZATION

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STANDARD OPERATING PROCEDURE FOR DONATIONS/CONTRIBUTIONS TO THE CORPS FROM STAKEHOLDERS

INTRODUCTION

The need to have uniform and standard procedure for receiving donations and contributions from stakeholders in all FRSC formations informed the development of this SOP. Hitherto, there was no clear guideline or procedure; as a result, most donations fell short of acceptable standard, and in some case not reported to management; hence, it has become imperative to establish a standard guideline.

OBJECTIVE

2. To draw a unified and standard procedure for the receipt of donations and contributions from stakeholders.

PURPOSE

3. The purpose of the SOP is to standardize the processes and procedures involved in receiving donations and contributions from stakeholders in the Corps in order to:

- a. Ensure all donations and contributions from stakeholders are captured by management.
- b. Outline a uniform procedure for soliciting or collect unsolicited donations from stakeholders Corps wide.
- c. Ensure that donations are made without undermining the integrity of the corps.
- d. Ensure that the Corps on behalf of the public derives maximum benefit from such contributions.
- e. Ensure all donations/contributions Corpswide are captured in RSHQ through prompt report rendition from field commands.

SCOPE

4. In this context, donations include the following items for promotion of Road Safety:

- a. Cash
- b. Patrol and Operational equipment and devices
- c. Sponsoring of projects and programmes
- d. Construction of building and other structures in aid of Road Safety
- e. Vehicles and Machines
- f. Complimentary Uniforms (FRSC Reflective Jackets) etc.

DEFINITIONS OF TERMS

5. The following terms were defined in the context of Contribution & Donations to FRSC:

- a. **Contribution & Donations:** Material or service received by the Corps for the cause of Road Safety
- b. **Stakeholder:** Govt. Agencies, Corporate bodies, Non-Governmental Organizations and Individuals that contribute/donate to the cause of Road Safety or involve in Road Safety activities.
- c. **Collaboration:** The working relationship between the Corps and Government Agencies, Corporate/Non - governmental Organizations, and individuals for the cause of Road Safety and humanity.
- d. **Body Advert** - Donated Patrol Reflective Jackets, T-Shirts/face caps, and the likes; bearing the Logo/Brand name of the donor which could induce the public preference of the goods/service of the donor stakeholder

TYPES OF DONATIONS/CONTRIBUTIONS

6. The following are the type of donations/contributions in FRSC:

- a. **Solicited and Unsolicited Donations/Contributions.**
- b. **Solicited Donations:** Donations received from stakeholders through formal requests by the Corps.

- c. **Unsolicited Donations:** Donations willingly made by FRSC collaborating agencies

GENERAL GUIDELINES

- 7. The following general guidelines apply:
 - a. Report on all solicited and unsolicited donations and contributions by Stakeholders must be forwarded to RSHQ or brought to the Knowledge of management.
 - b. Any donation that involves body advert of the donor and that of the Corps must be approved by RSHQ.
 - c. Body advert donations such as FRSC (Patrol) Reflective Jackets must be accompanied/paired with quantifiable working material or substance, to be negotiated alongside the former.
 - d. Donations of Vehicles (patrol vehicle, ambulance, tow truck, staff car) must be MARKED and carry the inscription "Donated by XYZ" and shall occupy an 'economic' space at any of the rear extreme sides of the donated vehicles.
 - e. FRSC Stakeholders with "record" donations / contributions to sponsor production of FRSC Patrol Reflective Jacket with shared Logos of the collaborating organizations could be exempted from any additional support, though subject to Management approval.

GUIDELINES FOR SOLICITED DONATIONS

- 8. All regular donor agencies should:
 - a. Be made to know the stand of the Corps regarding whether donated items should carry the body advert of the donor agency.
 - b. Where such donated items clearly set out to advertise the product or service of the agency, such donations should be paired with working tools that will help actualize the program for which the donation is made.
 - c. If the organization is not willing to accept the term above, it should be made to agree that its logo will be obscurely placed on the donated item just for acknowledgement.

- d. Field commands must seek clearance from the appropriate Dept from HQ before soliciting for gifts so that uniformity of standards could be maintained.

GUIDELINES FOR UNSOLICITED DONATIONS.

9. The donor agency should:
 - a. Consult the Corps to ensure compliance to standards.
 - b. Commanding Officers should not compromise standard while receiving unsolicited donations especially in respect of Items with body advert such as T-shirt and Reflective Jackets.
 - c. Commanding Officers should be proactive in their dealings with stakeholders on body advert in order not to jeopardize the working relationship between the Corps and her stakeholders.

RECORDS

10. The custody of record of information of all donations/contributions is domiciled with the Operations Department. However, the beneficiary (Command/Formation) must also keep all the necessary records.

NOTE: The reason behind the additional support solicited on Body Adverts is to place the Corps in the pedestal of benefitting from promoting the business of the donor stakeholder as the Reflective Jackets are worn by Officers and men nationwide.

Ordinarily, the concerned donor commercial outfit is expected to pay more in form of tax or advertising agency fees but for the collaboration with the Corps the stakeholder rakes in the benefits accruing from the body advert promotions.

EXTRACTS FROM FRSC REGULATIONS ON DISCIPLINE 2018 ON DONATIONS

11. The following sections of the FRSC Regulations on Discipline 2018 provide that:

Section 25: Any member of the Corps who:

(a) Places any person engaged in road transport business in any form under a pecuniary obligation to him; or

(g) Directly or indirectly solicits, accepts or receives gratification, present or reward in his official capacity without the approval of the appropriate authority commits a gross misconduct shall be liable to termination of appointment;

Section 33: Any member of the Corps who:

(a) Damages or loses or is involved in the damage or loss of any money or property belonging to the Commission/Corps or any member of the Corps; or

(b) Fails to account for or to make proper returns of any property including money received by him in his official capacity, or fails to account for any such property or receipt satisfactorily if called upon to do so commits a gross misconduct and shall be liable to reduction in rank.