

# Summer Internship Gift Card Program for The San Francisco Human Rights Commission’s Approval

**Title:** Incentive Gift Cards for Historically Black Colleges and Universities (HBCU) Summer Interns Program

**Date:** 8 May 2024

**Prepared by:** Samuel Thomas, HRC CFO

**Objective:** To obtain approval for the distribution of gift cards valued at \$575 each to 80 HBCU summer interns participating in the San Francisco program, totaling \$46,000.

**Background:**

The Human Rights Commission (HRC) recognizes the importance of incentivizing and supporting the HBCU students in summer internships throughout San Francisco that will create pipelines for employment in public service and beyond. These internships provide valuable experience and insight into careers and market San Francisco as an attractive location for educated young people from diverse backgrounds to live and work.

**Proposal Details:**

- Number of Beneficiaries: 80 HBCU summer interns
- Amount per Gift Card per Student: \$575
- Total Gift Card Value<sup>1</sup>: \$46,000
- Vendor: Office of the Treasurer Tax Collector or other City approved Vendor
- Funding Source:

232021	HRC Human Rights Commission
10020	GF Continuing Authority Ctrl
21748	Reinvestment Initiatives
10036606	Reinvestment Initiatives
0001	Dream Keeper Initiatives

**Rationale:**

The provision of gift cards serves as an incentive to program participation, helping to offset living and transportation expenses for interns, thereby making the opportunity more accessible to a diverse group of students.

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<sup>1</sup> Excludes any fees that HRC may incur in the course of purchase transaction

**Expected Outcomes:**

- Increased participation of HBCU students in the summer program.
- Creation of a pipeline of diverse professional young people who want to live and work in San Francisco
- Enhanced diversity in internship programs in local government and beyond.
- Positive impact on the professional development of participants.

**Compliance:**

This proposal aligns with the City's gift card purchase policies as outlined in Section 3.9 of the Controller's Office guidelines and summarized in the *HRC Gift Card Policy and Procedure for Summer Interns Program* contained herein, ensuring proper oversight, accountability, and fiscal responsibility.

**Approval Sought:**

The program and attached policy and procedure documentation requires the approval of the HRC Board to proceed with the purchase and distribution of the gift cards. Approval will ensure compliance with city policies and demonstrate the HRC's commitment to supporting educational and professional development opportunities for HBCU students.

Approval will additionally delegate authority to the Executive Director to make any changes to the attached policy and procedures in order to comply with any subsequent Controller's Office guidelines.

**Attachments:**

HRC Gift Card Policy and Procedure for Summer Interns Program

# HRC Gift Card Policy and Procedure for Summer Interns Program

**Policy Title:** Gift Card Distribution Policy for HBCU Summer Interns

**Effective Date:** 9 May 2024

**Purpose:**

To establish guidelines for the distribution of gift cards to HBCU summer interns to ensure compliance with the City's financial and ethical standards. This policy aligns with Section 3.9 of the Controller's Office and does not exclude any portion of said policy.

**Scope:**

This policy applies to the Human Rights Commission's management of the HBCU Summer Interns Program gift card incentives. Only non-reloadable gift cards are covered.

**Policy:**

## A. Eligibility:

- Only interns who are officially accepted and actively participating in the HBCU Summer Interns Program are eligible for gift cards.
- Interns must meet all program participation requirements, including attending their matched employment, classroom sessions, and events throughout the internship period.
- City employees are not eligible for gift cards.

## B. Gift Card Purchase and Distribution:

- Gift cards will be purchased from a city-approved vendor.
- The total amount will not exceed the approved budget of \$46,000.
- Interns may receive only one gift card for \$575.
- Gift cards will be distributed once during the internship period for satisfactory participation in the program.

## C. Documentation and Record-Keeping:

- Detailed records of gift card purchases and distributions will be maintained.
- Documentation will include intern names, distribution dates, and amounts.
- All records will be retained for a minimum of two years for audit purposes.

## D. Compliance and Auditing:

- Authorization to Purchase: Each purchase of gift cards must be approved by the HRC's designated oversight body and by the HRC Executive Director.
- Funding Source and Purchase Restrictions: Gift cards will be purchased using funds specifically designated for this purpose. These funds will be subject to the same restrictions as the program's other financial resources. The gift cards will be listed as an approved expense under the program's budget.
- Procurement Process: Gift cards will be procured through established contracts and in coordination with the Office of the Treasurer and Tax Collector, ensuring that all purchases are made from City-approved vendors.
- Inventory Receipt and Documentation: Documentation of receipt will include details such as the number of gift cards, amounts, and dates received. Inventory receipt should include verification against order request, packing slips from shipment, and if card numbers match. Staff should promptly record and receive gift card shipments and discrepancies.
- Separation of Duties: Ordering by the CFO, approval by the Executive Director, receipt by Finance Staff Member, distribution by Program Staff, and monitoring by Procurement Staff to ensure no conflicts of interest or fraud.
- Gift Card Inventory Management: Prior to distribution, gift cards will be stored securely in locked cabinets with access limited to the finance staff only. Periodic physical inventory counts will be conducted and matched to inventory records as the card pass between staff.
- Distribution Control: Eligibility documentation for each intern provided by HRC program staff will be reviewed and approved before gift cards are distributed. Complete and accurate distribution records will be maintained and reviewed by the program manager and the fiscal office.
- Compliance Audits: At the close of the program, the HRC will conduct an audit to ensure that the distribution and use of gift cards aligns with city policies and the specific guidelines of the program. All gift card transaction records will be retained for a minimum of two years and are subject to audit by the Controller's Office.
- Reporting Requirements: Any significant discrepancies, losses, or issues related to gift card transactions will be immediately reported to the fiscal office and investigated accordingly.
- External Audit Requirements: If required by the funding agreement or as deemed necessary by the HRC, external audits including gift card transactions will be performed to ensure transparency and compliance.

## E. Approval and Oversight:

- This policy requires approval by the HRC Commission and the Controller's Accounting and Operations Division (AOSD).

## HRC Summer Intern Gift Card Policy & Procedure

- Oversight will be provided by HRC Finance, ensuring all stages of gift card handling comply with city policies.



Gift Card Distribution Tracker

Count	Card No.	Gift Card Value	Date Distributed	Distributed By (Staff)	Staff Signature Confirming Distribution	Distributed To (Intern)	Intern Signature Confirming Distribution
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
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19							
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22							
23							
24							
25							

Gift Card Distribution Tracker

Count	Card No.	Gift Card Value	Date Distributed	Distributed By (Staff)	Staff Signature Confirming Distribution	Distributed To (Intern)	Intern Signature Confirming Distribution
26							
27							
28							
29							
30							
31							
32							
33							
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Gift Card Distribution Tracker

Count	Card No.	Gift Card Value	Date Distributed	Distributed By (Staff)	Staff Signature Confirming Distribution	Distributed To (Intern)	Intern Signature Confirming Distribution
51							
52							
53							
54							
55							
56							
57							
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Gift Card Distribution Tracker

<b>Count</b>	<b>Card No.</b>	<b>Gift Card Value</b>	<b>Date Distributed</b>	<b>Distributed By (Staff)</b>	<b>Staff Signature Confirming Distribution</b>	<b>Distributed To (Intern)</b>	<b>Intern Signature Confirming Distribution</b>
76							
77							
78							
79							
80							