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Procedure Title: Donations/Promotional Items

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Procedure No: 8003

Approval: CAO

Effective Date:

Supersedes Procedure No: New

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1. General

1.1 County Council shall annually establish a budget for donations and promotional items.

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1.2 Requests for donations or promotional items must be made to the Chief Administrative Officer.

1.3 Requests for donations and promotional items must be made in writing by the not-for-profit group sponsoring the event or program.

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1.4 The request must include a statement describing the community benefit the donation will provide.

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1.5 The request must include the amount of the donation or the number of promotional items requested.

1.6 The County may approve all, part, or deny any request received.

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2. Approval of Requests for a Donation

2.1 Requests for donations up to and including \$500.00 may be approved by the Chief Administrative Officer.

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2.2 Requests for donations in excess of \$500.00 must be approved by County Council.

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3. Approval of Requests for Promotional Material

3.1 Requests for County pins may be approved by the Councilor in the community from which the request is received or by the Chief Administrative Officer subject to availability.

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3.2 Requests for other promotional material (such as shirts, jackets, pens, etc.) will be approved by the CAO subject to availability.

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3.3 A register of donations or grant of promotional items shall be maintained by the Chief Administrative Officer.

End of Procedure

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Approved: February 14, 2007

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