

Donation policy to parks and recreation

City of Milpitas

Financial Donation Policy and Procedures for the Milpitas Parks and Recreation

Adopted by the Milpitas City Council: Month XX, 2012

The Milpitas Parks and Recreation welcomes financial contributions, financial contributions may be made to the City of Milpitas, a non-profit municipal corporation.

This policy is established in order to make certain that the decisions on acceptance of a financial gift are made in a timely and consistent manner and are appropriate in terms of both the nature and the facilities and purposes of the parks and recreation areas throughout the City of Milpitas.

All financial donations to the Milpitas Parks and Recreation shall be in compliance with the City of Milpitas Financial Donations Policy and Procedures guidelines **[**we need to verify this wording as it relates to this policy]**.

The Milpitas City Council reserves the right to accept or decline acceptance of any financial donation. Once a donation is accepted, it becomes the sole property of the **[***determine what program or entity will be the keeper of the funds]** The Milpitas City Council reserves the right to decide upon the disposition of all financial donations received, however suggestions for designations of donated funds shall be considered.

Financial Donations:

Monetary donations to the Milpitas Parks and Recreation are appreciated and welcomed. Donors may earmark monies for the purchase of specific materials, supplies, equipments, furnishings, and other items according park needs. Donors may also request that the Milpitas City Council select the appropriate use of a monetary donation.

All financial donations shall be used towards purchases and events or other applications directly supporting the Milpitas Parks and Recreation.

Suggestions as to how businesses, civic groups or foundations may contribute funds to benefit the City of Milpitas Parks.

Memorial Donations – This type of donation allows for individuals to contribute funds in memory of. For example; a family member who has passed away or retired and moved out of the area. Memorial donations do not include pets. In addition, individuals may name the City of Milpitas Parks Foundation, as a beneficiary in their wills. The will might stipulate that the funds (or interest from part of an estate) be used to purchase particular items or materials in certain subject areas. In all cases, materials purchased with donated funds shall be selected in accordance with the parks development policy.

Specified use – An individual or organization may request donations be used for the purchase of materials or items for use in certain subject areas, provide support for a specific event or the display or installation of artwork at a specific park, planting of a tree or installation of a flowerbed with a place memorializing said artwork or for equipment subject to the needs of the parks.

Donation policy to parks and recreation

Recognition program:

The City of Milpitas would like to formally thank and memorialize substantial gifts that help sustain park services and appearance. The tiered recognition program is established to publicly acknowledge donors:

Bronze	Monetary gift of \$1,000 to \$2,499
Silver	monetary gift of \$2,500 to \$4,999
Gold	monetary gift of \$5,000 to \$9,999
Platinum	monetary gift of \$10,000 or greater

Donations less than \$1,000 shall be directed to the Park and Recreation Foundation and are subject to the requirement of its Donations of Funds policy.

Donors, or for memorial gifts the named individual, shall be acknowledged with a plaque or by means provided by the City of Milpitas. All financial donations made to the Milpitas parks shall be acknowledged by a letter of thanks. Receipts for cash contributions shall be provided upon request.

Procedures and Guidelines:

All inquiries about monetary donations shall be directed to the Parks and Recreation and Cultural Resources Commission **[must confirm who the contact should be]** for review and recommendation to the Milpitas City Council. The PRCRC shall provide a copy of the **Parks Recreation and Cultural Resources Financial donation form** to potential donors. Upon receipt of this form by the staff liaison, the donor information shall be placed on the next PRCRC agenda.

The PRCRC shall review all Parks Recreation and Cultural Resources Financial donation forms and provide a recommendation for either accepting or declining the donation to the Milpitas City Council. Each recommendation shall include a description of how the donation would benefit the parks by either installation of a bench or artwork or promoting cultural or historical interests of the Milpitas community or increasing awareness of activities or equipment available to the community.

Final review and action to accept or decline a donation on behalf of the City of Milpitas is determined by the Milpitas City Council. Donations accepted by the Milpitas City Council shall be tracked in a separate account. The Finance Department shall provide reporting of expenditures and fund balance upon request of the PRCRC.

Additional guidelines for consideration to accept a specific type of financial donation shall be as follows:

<u>Memorial donation</u>	Donation in memory of an individual shall be appropriate and relevant to the Milpitas community (i.e., pas resident, business person or other person having contributed to the good of the community)
<u>Specified use</u>	Donations with a specified use for the library shall be as defined above. Such materials, support of special events and other items shall be in accordance with subject areas within the parks and cultural and historical interests of the Milpitas community, and/or ongoing furnishings and equipment needs of the parks.

Donation policy to parks and recreation

Undesignated gifts

Contributions not earmarked for a specific purpose shall be considered based upon the contributor's expressed desire to support the Milpitas parks in a manner deemed appropriate by the Milpitas City Council. Undesignated gifts shall be allocated for park related purchases on an as needed basis. For use of these funds the PRCRS shall prepare a report detailing the intended use of a portion of or all of the funds for consideration by the Milpitas City Council.

Anonymous gifts

Donation with the request to remain anonymous shall be considered and honored in the same manner as undesignated gifts. The contributor shall be advised that anonymous gifts shall be not be acknowledged in the donor listings.

DRAFT

Donation policy to parks and recreation

City of Milpitas

Parks Recreation and Cultural Resources Financial donation form

Donor information: *(please type or print clearly)*

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Day phone: _____ Evening phone: _____

E-mail address: _____

Gift Amount and Purpose	Memorials and Tributes
Enclosed is my gift of \$ _____ to support the Milpitas parks.	Enclosed is my gift of \$ _____ to support the Milpitas parks.
I would like to direct my gift to:	❖ In Memory of: _____
❖ Where the need is greatest	_____
❖ Programs for parks and recreation	❖ In Honor of: _____
❖ Park equipment	_____
❖ Specific use: _____	

❖ Other: _____	

Gift Payment

Checks payable to The City of Milpitas can be accepted. All donations are tax deductible.

Other information

- This gift will be matched by my employer: _____
- Please keep my gift anonymous. I understand I will not be included in donor listings.