

DONATION POLICY TO PARKS AND RECREATION PROGRAMS

CITY OF MILPITAS

DONATION POLICY AND PROCEDURES FOR THE CITY OF MILPITAS PARKS AND RECREATION PROGRAMS

Adopted by the Milpitas City Council: March 19, 2013

The City of 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 the nature, 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 Standard Operating Procedure #26-2, Grants, Sponsorship and Donations.

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 City of Milpitas. The Milpitas City Council reserves the right to decide upon the final disposition of all financial donations received.

Financial Donations:

1. Monetary donations to the City of Milpitas Parks and Recreation programs are appreciated and welcomed. Donors may earmark monies for the purchase of specific materials, supplies, equipments, furnishings, and other items and to the extent practical, City staff will apply the funds as earmarked, but final determination of use shall be based upon the needs of the City as determined by and within the discretion of the City Manager. Donors may also request that the Milpitas City Council select the appropriate use of a monetary donation. To determine an appropriate use for such undesignated funds, the Parks and Recreation and Cultural Resources Commission (PRCRC) shall prepare a report detailing a proposed use of the funds for consideration by the City Council.
2. All financial donations shall be used towards purchases and events or other applications directly supporting the City of Milpitas Parks and/or Recreation programs.
3. Ways for businesses, civic groups or foundations to contribute funds to benefit the City of Milpitas Parks and Recreation programs:
 - a. *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 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, subject to the policy set forth above in Section 1. In all cases, if possible materials purchased with donated funds shall be selected in accordance with the parks development policy.

Donation in memory of an individual should be appropriate and relevant to the Milpitas community, (i.e., past resident, business person or other person having contributed to the good of the community).

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- b. *Specified use* – An individual or organization may request donations be used for the purchase of materials or items for use in certain subject areas, to provide support for a specific event or the display or installation of artwork at a specific park, the planting of a tree or installation of a flowerbed, or for equipment subject to the policy set forth above in Section 1.

Such materials, support of special events and other items shall be in accordance with the subject area within the parks and the cultural and historical interests of the Milpitas community, and/or ongoing furnishings and equipment needs of the parks.

- c. *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 not be acknowledged in the donor listings.

Non-Financial Donations:

In the event a donor desires to give materials, property, fixtures and other things non-monetary in nature to the City, the proposed gift shall be presented to City staff in writing. All such non-monetary donations shall be subject to staff determination of probable value. Additional information regarding the items to be donated may be required. With regard to all non-monetary donations, consideration of whether to accept the donation shall first be made by the PRCRC, which shall make a recommendation to the City Council for a final decision.

Recognition Program:

Donors, or for memorial gifts the named individual, shall be acknowledged by the Milpitas City Council in a yearly publication on the City website. All financial donations made to the City of Milpitas for Parks and Recreation programs should be acknowledged by a letter of appreciation signed by the Mayor. Receipts for all contributions shall be provided upon receipt of the donation.

Procedures and Guidelines:

All inquiries about donations shall be directed to the PRCRC staff liaison. For all proposed donations, presentation shall be made to the PRCRC for review and recommendation to the Milpitas City Council. The PRCRC, through City staff, shall provide a copy of the **Parks, Recreation and Cultural Resources Financial Donation Form** to potential donors. Upon receipt of this completed form by the staff liaison, the proposed donation 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 to accept a donation shall include a description of how the donation would benefit Parks and Recreation programs by either installation of a bench, artwork or equipment, promoting cultural or historical interests of the Milpitas community, increasing awareness of activities or equipment available to the community, or other enrichment of City Parks and Recreation programs.

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 City Finance Department shall provide reporting of expenditures and fund balance upon request of the PRCRC.

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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: _____

<i>Monetary Gift Amount and Purpose</i>	<i>Memorials and Tributes</i>
<p>Enclosed is my gift of \$_____ to support the Milpitas Parks and Recreation programs.</p> <p>I would like to direct my gift to:</p> <ul style="list-style-type: none">❖ Where the need is greatest❖ Programs for Parks and Recreation❖ Park equipment❖ Specific use: _____ _____ _____❖ Other: _____ _____ _____ _____	<p>Enclosed is my gift of \$_____ to support the Milpitas Parks and Recreation programs.</p> <ul style="list-style-type: none">❖ In Memory of: _____ _____❖ In Honor of: _____ _____ <p>Please send an acknowledgement to the next of kin, donor or honoree listed below:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Day phone: _____</p> <p>Evening phone: _____</p>

Gift Payment

Make checks payable to The City of Milpitas. 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.

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Non-Monetary Donations

I propose to donate the following equipment, materials or other things for Milpitas Parks and Recreation programs:

_____.

I would like to direct my gift for the following specific use: _____

_____.

I would ask that the City determine the best Milpitas Parks and Recreation program use for my gift _____.

Other comment: _____.