

Policy Name: Donation Requests
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: To establish the criteria used by the District to evaluate requests from local non-profit organizations for Park District donations of facilities, equipment, staff time, and other District resources.

Reference: None applicable

Policy:

The Park District is a municipal agency, funded primarily through the tax dollars of Bainbridge Island residents. As such, it supports many of the local non-profit organizations serving island residents by providing occasional program or service donations, meeting space, and periodic loans of District equipment.

Criteria to be used when evaluating a non-profit organization requesting a donation:

- Is there a shared mission or goal that is compatible with the Park District?
- Is it a 501c(3) or State registered non-profit organization?
- Is it a Bainbridge Island-based organization, or if not, does it serve primarily Bainbridge Island residents?
- Is it non-exclusive, or if not, does it benefit a reasonable number of Bainbridge Island residents?

Donation requests for services or items up to \$1000 in value will be considered on a case-by-case basis and the final determination will reside with Executive Director based on staff recommendations. Donation requests for services or items over \$1000 in value must be approved by the Board of Commissioners.