

August 22, 2000**SUBJECT:****Donations, Partnerships and Sponsorships
Within the Division of Support Services****ORIGINATING DEPARTMENT:****Support Services
Department of:
Community Services****Page 1 of 3****POLICY:**

Citrus County has limited resources with which to improve and maintain social services and facilities as well as increasing levels of service. As a result the need exists to secure supplemental resources to meet both current and projected demands. The community continues to support social service programs and senior centers through various forms of donations, sponsorships and partnerships. Therefore guidelines have been established so that supplemental resources may be utilized.

PROCEDURES:**A. Donations****1. Contributor's Recognition Wall**

With the approval of the Citrus County Board of County Commissioners, a Contributor's Recognition Wall will be maintained at individual program locations as follows: the Lecanto Multi-Purpose Senior Center and the East Citrus Community Center, Transportation and Senior Care Services locations, or in the lobby of the Support Services suite for the Social Services programs, Veteran's program, Title III programs and the Nature Coast Volunteer Center programs. The Contributor's Wall will consist of individual plaques indicating donor's name, program selection and level of contribution. All proceeds from Contributor Recognition Wall contributions shall be dedicated to the specified program, service and/or facility selection. The Board of County Commissioners agrees to insure that all proceeds are expended in the program, service and/or facility for which the contribution was made and that the proceeds shall not be transferred to another program, service or facility or used for any other purpose. The Board of County Commissioners reserves the right to expend the funds in accordance with County guidelines and procedures.

The following contribution levels are recommended guidelines, but may be adjusted accordingly for each program, service and/or facility with approval in advance by the Department Director:

Platinum \$5,000 or more

Gold \$2,500 - \$4,999

Silver \$1,000 - \$2,499

Bronze \$ 500 - \$ 999

All requests to contribute to any of the Support Services programs, services or Senior Center facilities must be submitted to the Division Director in writing and contain the following information:

Name of the prospective contributor

Level of contribution and program/service/facility choice

Statement of acknowledgment that the contributor is not receiving any commitment from Citrus County, either implied or expressed, indicating that the contributor will receive favorable consideration from Citrus County with regard to future bids, contracts, services or agreements as a result of the contribution.

All contributions will be submitted to the Board of County Commissioners for acceptance. Citrus County reserves the right to review, approve or deny all contributions involving County programs, services and/or facilities.

1. General Donations

Individuals, groups, businesses and organizations may donate cash or materials to the Division of Support Services. Such donations may consist of, but are not limited to; cash, furniture, electronics, landscape/building materials, recreational equipment and supplies. All donations with a value exceeding \$500 must be submitted to the Board of County Commissioners for acceptance. All cash contributions will be deposited into the appropriate account for donations as designated by the Office of Management and Budget. Cash contributions will be appropriated for expenditure once deposited.

All donation requests must go through the Division of Support Services for review and recommendation. The Division of Support Services may refuse to accept donations that are not suitable or are in poor condition. Citrus County reserves the right to review, approve or deny all donations involving County facilities.

A. Sponsorships

1. Annual Sponsorships

All requests for Annual Sponsorships must be submitted in writing and contain the following information:

Name of the prospective sponsor

Program/service/facility to be sponsored

Statement that the prospective sponsor agrees to pay the \$2,500 Annual Sponsorship fee.

Statement of acknowledgement that the sponsor is not receiving any commitment from Citrus County, either implied or expressed, indicating that the sponsor will receive favorable consideration from Citrus County with regard to future bids, contracts, services or agreements as a result of the sponsorship.

Failure to comply with these guidelines may result in the termination of the Annual Sponsorship agreement. All fees will be forfeited to Citrus County.

Sponsorships may not conflict with or interfere in any manner with agreements made by Citrus County for the provision of service, County operations, practices or policies.

Citrus County reserves the rights to review, approve, modify or deny all sponsorship requests involving County programs, services and/or facilities.

2. Memorial Sponsorships

The recommended minimum fee for Memorial Sponsorships is \$10,000. The Board of County Commissioners must approve all Memorial Sponsorships. All proceeds from Memorial Sponsorships shall be dedicated to the specific chosen program, service or facility. In the event there is no planned expansion or improvements planned for a specific facility, then the proceeds may be used for the purchase of equipment, furniture and/or supplies. The Board of County Commissioners agrees to insure that all proceeds are expended in the program, service or facility for which the contribution was made, and that the proceeds shall not be transferred to another program, service or facility or used for any other purpose. The Board of County Commissioners reserves the right to expend the funds in accordance with approved acquisition, design, construction, improvement, maintenance or program plans.

All requests must be submitted in writing and contain the following information:

Name of deceased individual

Program/service/facility to be sponsored

Statement that the prospective sponsor agrees to pay the minimum \$10,000 Memorial Sponsorship fee

Statement of acknowledgement that the sponsor is not receiving any commitment from Citrus County, either implied or expressed, indicating that the sponsor will receive favorable consideration from Citrus County with regard to future bids, contracts, services or agreements as a result of the sponsorship.

Citrus County reserves the rights to review, approve, modify or deny all sponsorship requests.

Exceptions:

The Board of County Commissioners will review Memorial Sponsorship requests on an individual basis and at their discretion, may deviate from the recommended \$10,000 minimum Memorial Sponsorship fee.

A. Partnerships

Citrus County may enter into a partnership arrangement with private or corporate sponsors. The purpose would be to assist with facility projects or to enhance delivery of current services. Partnerships involving the use of volunteers with construction and/or modification of facilities or partnerships involving cash contributions over \$500 require approval of the Board of County Commissioners. Partnerships of a much smaller magnitude may involve co-sponsoring events. In this case, the sponsor may contribute prizes, awards or personnel in exchange for name recognition during promotion of the event. These partnerships do not require approval by the Board of County Commissioners. The Division of Support Services may actively pursue sponsorships, contributions and partnerships in an effort to increase service delivery, as well as, expand and improve programs and facilities.

Citrus County reserves the rights to review, approve, modify or deny all partnership requests involving County facilities.

FOOTNOTES & REFERENCES RELATED TO AR's: