

CHARITABLE GIVING

Policy # **3223**

Original Effective Date: 11/04/2020

Revision Date:

Type of Policy: BOARD DISTRICT FIRE PARKS

POLICY

3223.1 The Cosumnes Community Services District (“District”) supports local organizations and schools in the Elk Grove and Galt community. The mission, vision, and goals of the District may be promoted and advanced through the charitable giving of gift baskets to community organizations.

PURPOSE AND SCOPE

3223.2 The purpose of this policy is to outline procedures to follow when the public requests a gift basket for use at an event.

3223.3 This policy applies to all District elected officials, executives, employees, interns, volunteers, contractors, vendors, suppliers, members of the public, and other persons who participate in District programs and services.

APPLICATION / PROCEDURE

3223.4 Definitions:

- a. Organization: a non-profit agency with a state or federal 501(c)(3) certification as a non-profit or is a subgroup of a state or national non-profit organization providing services in Elk Grove or Galt. The organization must operate, conduct regular meetings, or have an office within District boundaries.
- b. School: an institution of education located within the boundaries of the Elk Grove Unified School District or Galt Unified School District. The institution may be public or private and have proof of tax-exempt status.
- c. Gift Basket: container holding District educational materials, merchandise, and/or certificate(s) of use for specific programs. Total value of contents and container must not exceed \$50. Container does not include cash or gift cards for other businesses.

3223.5 Gift basket requests may be brought forward from the public to staff for consideration, or staff may complete the request on behalf of the public. Each request must have a completed Donation Request Form.

3223.6 The following principles will help staff determine whether or not to consider fulfilling a Donation Request for a gift basket:

- a. The applicant's goals must align with and further the mission, vision, and goals of the District.
- b. The event meets all city, state, and federal rules and regulations.
- c. Event is a fundraiser for the organization or school to further advance its mission and vision.
- d. Event is a meeting or gathering of local businesses and would allow the marketing and promotion of the District.
- e. Organization or school does not promote religion.
- f. Organization has proof of 501(c)(3) status, and school must have proof of tax-exempt status and must present when inquired.
- g. Approval is conditional to the available District resources. The District reserves the right to decline requests.
- h. Applicant and event must not discriminate on the grounds of race, color, national origin, ancestry, age, gender, or disability.
- i. Event must not be used primarily for commercial promotion or personal gain.
- j. Event cannot be used to promote the sale or consumption of tobacco products, illegal drugs, gambling, erotic materials or services.
- k. Applicants must reapply for each event. Approval for one event does not demonstrate a commitment to future events.

3223.7 The District will designate staff to approve, oversee, and coordinate gift basket tracking, creation, and delivery.

- a. Staff will create gift baskets for each approved request and track the value and contents of each basket within a designated tracking sheet.
- b. Staff will coordinate the use of any program-specific merchandise or certificates within the basket.
- c. The District may deliver the basket to the requestor or arrange to have the basket picked up at a designated location.
- d. Each basket must brand the District according to the current Branding Guidelines.

REFERENCES

3223.8 Donation Request Form