



CHARITABLE GIVING

Policy # **3223**

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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 communities. The mission, vision, and goals of the District can be promoted and advanced through charitable giving, such as gift baskets or raffle dinners, 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 or raffle dinner 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 within the District's boundaries. 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. The total value of the contents and container must not exceed \$50. Container does not include cash or gift cards for other businesses.
- d. Raffle Dinner: a meal prepared and served at a Cosumnes Fire Station, which is auctioned off at a non-profit organization's event. Dinners may occur up to four times per fiscal year (preferably quarterly), subject to the availability of personnel, and typically take place at different fire stations accommodating six guests each.



The total value of the dinner may not exceed \$300, and the starting bid at a non-profit fundraising event shall begin at no less than \$300.

3223.5 Gift basket requests may be brought forward from the public to personnel for consideration. Each request must include a completed Donation Request Form, which will be sent to designated personnel for review.

3223.6 The following criteria will help personnel determine whether or not to consider fulfilling a Donation Request for a gift basket or raffle dinner:

- a. The applicant's goals must align with and further the mission, vision, and goals of the District.
- b. The funds raised by the donation must be allocated to services within the District's jurisdictional boundaries. Use of funds raised by the District's donation outside of the District's jurisdictional boundaries shall prohibit the organization from applying.
- c. An organization may apply for a donation each fiscal year, but if approved to receive a donation, the organization may only reapply every other fiscal year.
- d. The event meets all city, state, and federal rules and regulations.
- e. Event is a fundraiser for the organization or school which supports or further advances the District's mission, vision, and values.
- f. Event is a meeting or gathering of local businesses and would allow the marketing and promotion of the District.
- g. Organization or school does not promote religion as its primary function.
- h. Event is not affiliated with or promotes a political organization or candidate.
- i. Organization has proof of 501(c) status, and school must have proof of tax-exempt status and must present it when applying.
- j. Approval is conditional based on available District resources. The District reserves the right to decline requests.
- k. Applicant and event must not discriminate on the grounds of race, color, national origin, ancestry, age, gender, disability, or other protected classification.
- l. Event must not be used primarily for commercial promotion or personal gain.
- m. Event cannot be used to promote the sale or consumption of tobacco products, illegal drugs, gambling, or erotic materials or services.



3223.7 Completed Donation Forms will be emailed to the front office at the District Administration, and personnel will approve, oversee, and coordinate gift basket tracking, creation, and delivery, as appropriate.

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

3223.8 The Office of the Fire Chief personnel will approve, oversee, and coordinate Raffle Dinner requests.

- a. Once a raffle winner is awarded, personnel will coordinate a date for the dinner and update Outlook calendars, as needed.
- b. Dinner must be redeemed within the same fiscal year the dinner was awarded.
- c. At least one Chief Officer will attend the dinner event along with the station on-duty personnel.

REFERENCES

3223.9 Donation Request Form