



Albion Little River Fire Protection District

ALBION LITTLE-RIVER FIRE PROTECTION DISTRICT DONATION POLICY

Statement of Policy

This policy covers opportunities for giving, acknowledgement protocol for gifts, events and crv collection as it related to the Albion Little-River Fire Protection District.

Opportunities for Giving

The ALRFPD Board shall maintain the following opportunities for giving:

1. A web page which accepts payment for unrestricted gifts via credit card, Pay Pal or check, and includes the address to which checks may be sent;
2. An option on the ALRFPD website and on all published literature for people to meet with a Board member or Board member appointee to discuss Estate Planning or other large gifts and donations;
3. Advertise an option for the public to donate vehicles or structures for controlled burns or smoke trainings;
4. Publicize a wish list of donations for specific special needs as they may arise. (No restricted gifts shall be accepted by any Board Member or the Fire Chief other than for items the Board has acknowledge on such list);
5. When the option to participate in another organization's event arises, the request shall be made to the Board in writing with sufficient notice for the Board to accept or decline it. The Board shall designate a person or persons to represent ALRFPD at the event whether or not fundraising opportunities are a part of the event.

Acknowledgement Protocol for Gifts

1. All gifts shall be made payable to the ALRFPD, whether in kind, cash or credit card. Donors shall be thanked within a week of receipt of the gift with a letter meeting IRS rules for donations;
2. Gifts, however small, are important and should be acknowledged on the ALRFPD web page and newsletter as well as with thank you letter for the IRS;
3. When a donor makes a gift of \$200 or more, they will be personally thanked by a member of the Board by phone;
4. Anonymous gifts should be made to the ALRFPD with the knowledge of the bookkeeper and the Board President. All such gifts will be properly booked and thanked, although not published other than listed as anonymous.

Events

All events that benefit the Fire Department (including Auxiliary events) shall be submitted by application to the Board for approval two (2) months prior to the event. Applications should include: date, place, time, contact people, arrangements for set up, strike, cleanup (especially if they involve firefighters and/or board members) and where appropriate, publicity for the event and proof of special insurance or licensing where needed.

CRV Collection

Insofar as Auxiliary sponsored CRV Collection is a net benefit for the Fire Department, it will be subject to the same conditions as described above for *Events*, varied to suit the collection sites. As Station 810 and 812 environs will remain construction sites for the next three to four years, priority must be given to site plans, permit compliance and associated site development activities. CRV Collection must therefore be subject to construction site Project Management authorization and will be confined to certain announced hours at a specific non-conflicting location to insure public safety and unobstructed site ingress and egress for construction and firefighting activities.

Upon construction completion, at the discretion of the project architect, as site conditions and CRV collection oversight experience dictates, an off-hour collection bin located in an out-of-the-way area, will then be considered within the full context of newly integrated station operations.

Approved unanimously by the Albion Little River Fire Protection District Board of Directors at their regular meeting on Tuesday, May 21, 2019.