



Enriching Lives & Connecting Communities

Donations and Memorials

Administration
Policy No. 1025

Revision Date: December 16, 2013

Policy Statement

Under certain situations outlined in this policy the Richland County Recreation Commission (RCRC) accepts donations, memorials, and approves commemoratives. Additionally, the Richland County Recreation Foundation (RCRF) may accept gifts, donations and memorials in support of the Commission's goals and mission. The acceptance of gifts by the RCRF may be conditioned on RCRC Board approval in accordance with the Foundation Operating Agreement with RCRC.

Guidance:

1. The Richland County Recreation Foundation's Obligation for Accepting Gifts:

- 1.1 The RCRF agrees, before accepting gifts of real estate, securities or gifts with conditions that impose an obligation on the Commission to expend resources in addition to the gift to obtain written approval from the Commission Board. .
- 1.2 The RCRF will advise all prospective donors of that acceptance of such gifts are conditioned upon Recreation Commission Board approval.

2. All donations/memorials which are accepted by the Richland County Recreation Commission or the Richland County Recreation Foundation will be acknowledged in writing.

3. Examples of acceptable donations/memorials:

- a. Additions and/or improvements to existing facilities.
- b. Fixtures and Equipment (concession stands, scoreboards, press boxes, benches, picnics tables, playground equipment, land, etc.)
- c. Funds (monetary, stocks, bonds, etc.)
- d. In-kind service

- e. Donated goods for Recreation Commission special events (plaques, trophies, tee shirts, food and beverages, etc.). Sponsorship for special events and/or programs must be approved by the appropriate member of the Program Staff.
4. The contributor shall be responsible for the initial purchase and installation cost.
 5. All donations or memorials of any kind whatsoever become the property of the Richland County Recreation Commission. (See addendum)
 6. Memorial / Commemorative Criteria:
 - a. No animals or pets will be honored or memorialized.
 - b. Existing facilities will not be renamed after outside agencies, businesses, groups or individuals.
 - c. Naming buildings and facilities – The RCRC Board may consider naming a new building or facility after a benefactor who donates or makes provisions for the funding of at least 51% of the facility cost.
 - d. Employee, commissioner, benefactor, community individual or elected official recognition – The RCRC Board may consider requests to recognize an RCRC employee, commissioner, benefactor, community individual or elected official that has made a significant contribution in terms of dedication, resources or talent and time to recreation services in Richland County.
 - i. Community individuals or organizations may sponsor the recognition by assuming all the associated costs with the placement of a commemorative plaque at a location such as a garden, field, walking trail, tennis court, room or other appropriate area in honor of an employee, commissioner, benefactor, community individual or elected official upon approval of the Board.
 - ii. RCRC may sponsor the recognition by assuming all the associated costs with the placement of a commemorative plaque at a location such as a garden, field, walking trail, tennis court, room or other appropriate area in honor of an employee, commissioner, benefactor, community individual or elected official upon approval of the Board.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013

(Date Approved)

APPROVED: 
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.