

# Donations to Organizations by Three Rivers

Responsible Department: Marketing & Community Engagement  
Reviewed/Revised: November 2011

## INTRODUCTION

The Park District receives a significant number of requests each year for donations to support fundraising events. Responses to these requests will follow consistent procedures with the purpose of showing the Park District's support for community organizations and promoting the Park District with little or no impact on revenue.

Non-profit organizations are eligible to receive a donation from the Three Rivers Park District for a fundraising event or other special activity/promotion (e.g., Health or Employee Recognition, etc.), provided the event is consistent with the Park District's mission, and provided that the organization is located in or serves suburban Hennepin or Scott counties. Employee health or wellness programs or charitable fundraising events sponsored by local businesses may also be eligible to receive a donation.

In responding to requests for donations, Three Rivers Park District does not discriminate on the basis of race, color, creed, age, sex, marital status, sexual orientation, religion, disability, nationality origin, or status with regard to public assistance.

## GUIDELINES

- A. The Park District will offer one item from the list of currently approved activity passes or services as maintained by the Public Affairs Coordinator. This standard list will be approved by the Senior Management Group and will be updated periodically. Only one request will be approved for each fundraising or charitable event.
- B. All requests for donations are to be submitted in writing to the Public Affairs Coordinator. Requests may be made by mail, fax or e-mail, and must include the name, address and phone number of the organization; the purpose of the event; the date, time and place of the event; the estimated number of participants; and how the Park District will be recognized at the event.
- C. The Public Affairs Coordinator will approve appropriate requests, ensure timely processing, and maintain records of donations sent. Upon approval of each request, a certificate for the donated item will be sent from the Administrative Center.
- D. Requests for larger donations will be considered on a case-by-case basis and may be approved by an Associate Superintendent or Department Head for fundraising or charitable events where there would be significant benefit to the Park District.