
Castro Valley Sanitary District

POLICIES AND PROCEDURES MANUAL

POLICY TITLE: CVSan Donations/Appendix Z & Z1
POLICY NUMBER: 3095

3095.1 Castro Valley Sanitary District (CVSan) is committed to being a good neighbor in the community of Castro Valley. The Board of Directors has set an approach that will be fair to all causes, groups, and interests in the community that meets the published CVSan Mission and Vision statements and one (1) additional evaluation criteria (See Appendix Z-1) and does not constitute a gift of public funds.

3095.2 This donation policy is for all donation requests. Donations will be reviewed by the appropriate CVSan staff, as assigned by the General Manager. Monetary requests valued at one thousand (\$1,000) dollars or above will be reviewed and approved by the full Board of Directors after a recommendation by staff. Monetary donation requests below one thousand (\$1,000) dollars will be reviewed by staff and approved by the General Manager, or designee. All donation requests will be reported to the Board of Directors. Staff will make the Board and Committees aware of any existing available grants. **Maximum donation requests are five thousand (\$5,000) dollars per project and ten thousand (\$10,000) dollars per entity per year.**

3095.3 Requests for containers (i.e. Clearstream recyclers, recycling or organics containers, signage, or other solid waste receptacles) will be reviewed and approved by staff.

3095.4 All donation requests from local groups and individuals must be made on CVSan's Donation & Supply Request Form (see Appendix Z). Local is defined as within the boundary of CVSan or by a demonstration that the donation will directly benefit the community within CVSan boundary.

3095.5 Cash requests of one thousand (\$1,000) dollars and above will be presented to the Board for consideration quarterly beginning each January. All other donation requests should be made at least two (2) weeks in advance of requested date of donation. Applicant will receive a written response from CVSan concerning the request. Any representations other than CVSan's written response are not to be considered the official response of CVSan. The submission of a request form does not guarantee that the request will be fulfilled.

3095.6 CVSan, at its own discretion, may advertise donation requests to allow other groups or individuals to participate or compete for donations. CVSan will provide notices if it has cash or cash equivalents for specific uses due to grants received, in the local media venues such as newspapers and internet, as an example.

3095.7 If donations are funded, the group or individual will be required to complete a CVSan reporting form when funds are expended. The report is due no more than six (6) months after disbursement by CVSan. If funds have not been expended, the group or individual shall submit the reporting form stating status of the funds.

3095.8 CVSan logo and/or name shall appear on media information about the donation and the purpose of the donation. The group or individual is encouraged to submit a copy of any media information to CVSan. Any durable goods shall bear recognition to acknowledge CVSan for the donation and shall also identify any environmentally preferable components or benefit.

***** END OF POLICY *****