
Castro Valley Sanitary District

POLICIES AND PROCEDURES MANUAL

POLICY TITLE: District Donations
POLICY NUMBER: 3095

3095.1 The Castro Valley Sanitary District 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 District 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 District staff, as assigned by the General Manager. Requests valued at \$1,000 or above will be reviewed and approved by the full Board of Directors after a recommendation by staff. Donation requests below \$1,000 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.

3095.3 Requests for borrowed containers (i.e. Clearstream recyclers, dumpsters 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 the District's Donation Request Form (see Appendix Z). Local is defined as within the boundary of the Castro Valley Sanitary District or by a demonstration that the donation will directly benefit the community within the District boundary.

3095.5 Requests of \$1,000 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 as to the disposition of the District concerning the request. Any representations other than the District's written response are not to be considered the official response of the District. The submission of a request form does not guarantee that the request will be fulfilled.

3095.6 The District, at its own discretion, may advertise donation requests to allow other groups or individuals to participate or compete for donations. The District 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 Castro Valley Sanitary District reporting form when funds are expended. The report is due no more than six (6) months after disbursement by the District. If funds have not been expended, the group or individual shall submit the reporting form stating status of the funds.

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

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