

**BOARD POLICY - SECTION NUMBER: 01.03.02.00**

**SUBJECT:** **RECOGNITION OF DONORS TO COUNTY**

**EFFECTIVE DATE:** **June 17, 1998**

**SUPERSEDES:** **NEW**

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**Purpose:** To provide a forum for the Board of County Commissioners to recognize citizens and organizations whose significant donations of time, money and/or goods enhance the County's efficiency, effectiveness and quality of service to all citizens.

**Policy:** It is the policy of the Board of County Commissioners to officially recognize those citizens and organizations that provide a valuable service by donating time, money and/or goods for the benefit of all citizens. Such recognition will occur on the BOCC agenda during the 9 A.M. presentation portion of the regular BOCC meetings. Plaques, certificates or other appropriate forms of appreciation will be prepared for the BOCC to present as tokens of the County's appreciation.

**Responsibility:** It is the responsibility of all departments and offices under the County Administrator to bring such donations to the attention of the BOCC in the following manner:

1. Report the donation to the appropriate Assistant County Administrator for approval to have BOCC recognition.
2. Place the item on the BOCC agenda and make arrangements for the appropriate parties to be present.
3. Work with the Communications Department to prepare the appropriate certificate or plaque.

4. Provide the Chairman of the BOCC a narrative to read in making the presentation.
5. Prepare any additional agenda items for the same BOCC meeting that may be necessary for the BOCC to officially accept the donation of goods or services on behalf of the County.

Approved By: Board of County Commissioners

Approval Date: June 17, 1998