



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: WEST SLOPE ANIMAL SHELTER PRIVATE DONOR RECOGNITION POLICY	Policy Number	Page Number: Page 1 of 2
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BACKGROUND:

The purpose of this policy is to authorize and establish a process to recognize private individuals and organizations that contribute monetarily to the construction of or equipment for the West Slope Animal Shelter.

Donor Recognition Policy and Procedure – West Slope Animal Shelter

1. People for Animal Welfare in El Dorado County (PAWED) and the El Dorado Community Foundation (EDCF) are authorized by the Board of Supervisors to solicit donations toward the construction of and equipment for the West Slope Animal Shelter. A West Slope Animal Shelter Donor Fund will be established and administered by the El Dorado Community Foundation as a sub fund of People for Animal Welfare in El Dorado County.
2. A Donor Opportunities List will be developed by the Chief Administrative Officer or designee and PAWED representatives. Donor opportunities shall be based on the most current approved West Slope Animal Shelter Floor Plan, and a West Slope Animal Shelter equipment/furnishings needs list as determined by the Chief Administrative Officer or designee.
3. Donor contribution levels for specific facility features and equipment shall approximate the costs of said features and equipment, as determined by the Chief Administrative Officer or designee.
4. Rooms or outbuildings of the West Slope Animal Shelter may be named after major donors who have contributed the majority of the funds to support the construction of the room or outbuilding. In these cases, an appropriate sign or plaque shall be incorporated in or on the room or outbuilding to recognize the donor.
5. For certain donor contributions (e.g.: pieces of equipment, kennels, cages) donor recognition may be more appropriately accomplished in the form of a plaque, sign, or donor board with donor names, placed in the adoption lobby area of the facility or other areas of the facility as deemed appropriate.
6. The design of West Slope Shelter donor recognition plaques and signs shall be the responsibility of the Chief Administrative Officer or designee.



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7. Donor contributions for specific rooms, features, outbuildings, equipment or furnishing items shall only be used for those identified West Slope Shelter items.

8. In addition to above recognition procedures for specific features and equipment, PAWED may also solicit smaller, non-specific contributions. If compatible with Shelter design and feasible in terms of installation and maintenance costs, recognition of these smaller donations may be accomplished with a “buy a tile” or “buy a brick” or similar program. Details of such a program, including donor level and means of recognition shall require approval of the Chief Administrative Officer.

Primary Department: Chief Administrative Office and Animal Services Division, HHSA

References: None