



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  ANIMAL SHELTER PRIVATE DONOR RECOGNITION POLICY	Policy Number:  F-2	Page Number:  1 of 2
	Date Adopted:  10/01/13	Revised Date:  01/04/22

### I. PURPOSE

The purpose of this policy is to authorize the Health and Human Services Agency (HHSA):

- A. To establish a process to accept donations and recognize private individuals and approved non-profit organizations that contribute monetarily towards equipment, capital assets, or financial assistance and programs for the El Dorado County Animal Services Shelters.

### II. POLICY

- A. Approved non-profit animal welfare groups (as determined by Internal Revenue Service code 501(c)(3)) are authorized by the Board of Supervisors to solicit donations for equipment, capital assets, spay/neuter assistance or the Pet Aid fund on behalf of the El Dorado County Animal Services Shelters.

### III. PROCEDURE

- A. Health and Human Services Agency will maintain an animal shelter "wish list" that will be available on the Animal Services website.
- B. Donor contribution levels for equipment and capital assets shall approximate the costs of said items as determined by the HHSA Director or designee.
- C. Donation contribution levels will be established as silver, gold, and platinum. Silver level contributions will be valued up to \$3,000. Gold level contributions will be valued between \$3,000 and \$10,000. Platinum level contributions will be valued over \$10,000.
- D. Rooms or outbuildings of the 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 or to support El Dorado County Animal Services programs. In these cases, an appropriate sign or plaque shall be incorporated in or on the room or outbuilding to recognize the donor.
- E. 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 by the Manager of Animal Services.
- F. 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 program, including donor level and means of recognition shall require approval of the HHSA Director or designee.



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- G. The design of the donor recognition plaques and signs shall be the responsibility of the Health and Human Services Agency director or designee.

**IV. REFERENCES**

None

**V. RESPONSIBLE DEPARTMENT**

Health and Human Services Agency

**VI. DATES ISSUED AND REVISED; SUNSET DATES:**

<b>Issue Date:</b>	10/01/13		
<b>Revision Date:</b>	01/04/22	<b>Sunset Review Date:</b>	01/03/26