

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

<b>Subject:</b> <b>DONATION POLICY</b>	<b>Policy Number</b>	<b>Page Number:</b>
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	<b>Date Adopted:</b>	<b>Revised Date:</b>

**BACKGROUND:**

In response to active interest from family members and friends seeking to make donations to El Dorado County's Park and Trail locations, the Parks and Recreation Commission has developed the following Donation Policy:

**POLICY:**

1. This policy will provide the guidelines for donations to be made such as, but not limited to, benches, picnic tables, plaques and fixed structures, on county property.

**PROCEDURE:**

1. All donation requests must go directly to:  
El Dorado County Chief Administrative Office, Parks Division, 330 Fair Lane, Bldg A, Placerville, CA 95667.
2. Locations: **The Chief Administrative Office, Parks Division, will develop and maintain a map with available site locations** in coordination with the Parks and Recreation Commission.
3. Installation and Maintenance: **County staff shall approve and install all donated fixtures and plaques.** The cost associated with the donations and installation can vary depending upon the item, installation location and time of purchase. El Dorado County will maintain donated items as funding is available. ***Flowers, vegetation, pictures, any religious symbols or religious reference are strictly prohibited on or near the donated item.***

4. Specifications and cost: Specifications for donations will be subject to El Dorado County Chief Administrative Office, Facilities Division approval. The El Dorado County, Chief Administrative Office, Facilities Division will provide the cost of donated item to include installation by the Facilities Division staff.
5. Plaque Inscription: Plaque inscriptions shall not exceed two names per plaque and plaques are available for purchase from a local awards store. Plaques shall be metal and no larger than 6" x 12". Placement of plaque on donated item will be at the discretion of County staff.

**Plaque Inscription Options:**

Option 1: Dedicated to Jane Doe by \_\_\_\_\_

Option 2: Dedicated in memory of Jane Doe by \_\_\_\_\_

**6. Donation Options:**

There are other opportunities for contributions such as, but not limited to, water fountains, light posts, picnic benches and information posts with trail sponsors listed. These donated items will also be considered for select locations.

**Primary Department:** Chief Administrative Office, Parks Division

**References:** Policy 9.46. Park Rules and Regulations, section 9.46.300 Structures, Encroachments and Signs.