CORE Commission Donation Policy

26-Oct-23

1. **Purpose:** The purpose of this policy is to provide guidance on the solicitation, administration, and acceptance of monetary or in-kind gifts to the CORE Commission, Town of Colchester.
2. **Donation Guidelines**: Donations are voluntary, and are considered on a case-by-case basis, and assessed for potential conflict of interest with the CORE Commission’s mission statement.
3. **Operating Guidelines**: The Commission may solicit; receive gifts, bequests, or any donations that will be used to support events or specific activities that directly support and benefit the CORE Commission.
4. **Handling of Donations**: When donations are received from citizens during CORE hosted events, all donations will be:
	1. Counted.
	2. Total amount reported to all commission members.
	3. Submitted to the Finance Director- Town of Colchester no later than 30 days after the generation of donations.
	4. Assigned a town account number.
5. **Approval to spend CORE money**: All purchases using CORE Commission money must be approved by a majority vote of Commission members prior to purchase.

Once the item(s) are purchased, the following are needed to receive reimbursement:

1. A receipt of the item(s) purchased.
2. A completed Request for Payment (RFP).
3. The town assigned account number.
4. A copy of the documentation authorizing approval to spend CORE money.
	1. Submit all items to the Finance Director for payment to be processed.
5. **Definitions:**

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| *CASH donations*: A monetary donation on behalf of an individual, organization, or business in support of an event or program in exchange for public recognition or display. |
| *In-Kind Donation:* The contribution of goods or services on behalf of an individual, organization, or business in support of an event or program, in exchange for recognition in the form of publicity, promotional consideration, or merchandising. |