



DONATION PROGRAM POLICY

(With draft proposed changes 6/8/21)

Purpose

To establish policy and procedure to accept gifts, donations, park enhancements and donor recognition objects that are consistent with City of Olympia policies, priorities, goals and objectives and plans.

Policy

To accept gifts of artifacts, cash, park improvements and donor recognition objects (e.g., benches, trees, etc.) given with the full understanding that they become the property of the City of Olympia and are subject to the laws, policies and procedures that govern the City of Olympia.

Procedure

1. **Acceptance of gift:** Donor will be referred to the Director of Parks, Arts and Recreation who will accept the gift contingent upon review by the appropriate program supervisor or partner organization (Senior Services for South Sound, Olympia School District, etc.), and subject to the following:
 - A. To accept gift and park 'improvement proposals', from private individuals, for-profit corporations, not-for-profit organizations and public entities which:
 - i. Are given with no contingencies other than that they be used for a specific park, activity or area of programming or operation;
 - ii. Are given with the full understanding that the City is not obligated to replace the gift or park improvement if it is stolen, vandalized, worn out, irreparably damaged or destroyed.
 - iii. To not accept gifts and park improvement proposals that, in the judgment of the Department Director or designee, are incompatible with the park location, other park uses or users, the master plan or goals and objectives of the City.
 - B. If multiple gifts are anticipated for one event (example: in lieu of flowers in an individual's death) a "donor coordinator" shall be identified as the primary contact for the gifts.
 - C. If the gift is made by an organized group (family, service club, church, etc.) one of the members shall be identified as the primary contact for the gift.
2. **Recognition of donation or gift:** Donor shall confer with the Director of Parks, Arts and Recreation, or designee, who will determine the appropriate recognition of the donation or gift.
 - A. To ensure that all donor recognition objects are consistent with facility design guidelines and ordinances of the City of Olympia.



- B. Recognition objects and location are subject to the Department Director, or designees, approval such as:
 - i. Costs associated with recognition of the donation or item including fabrication and installation shall be borne by the donor. Any costs associated with replacement of the recognition shall be borne by the donor.
 - ii. Preferred location to place plaques and other visible recognition objects are on or within areas of a park recognized as “built” environments, i.e. benches, picnic tables, water fountains, buildings, play areas, ball fields, tennis courts or kiosks.
- 3. **Location:** Donors may request a particular program, activity, park, facility, trail, or habitat reserve for their gift. The Director of Parks, Arts and Recreation or designee shall evaluate the proposal with regard to consistency and appropriateness with the mission, policies, park property restrictions, park master plans, standards, the most current Olympia Parks, Arts and Recreation Plan, and the mission, policies and ordinances of the City of Olympia.
 - A. To protect designated habitat and open space as natural areas, and to limit gifts and park improvements in those areas to benches, interpretive signs, trails or native trees and shrubs. Improvements should be placed only where approved by the Department Director or designee.
- 4. **Gifts or donation of cash:** Citizens may also choose to give gifts of cash through donations to the City of Olympia. Cash gifts not associated with a specific project or program are given with no contingency and shall be designated toward a project or program by the Department Director or designee.
- 5. **Gifts of a permanent material (e.g. play equipment, benches or other park accessories):** will be considered using the guidelines below.
 - A. Permanent Park Amenities
 - i. Amenities such as park site furniture shall conform or complement the standardized models within the designated park.
 - ii. Gifts of furniture, property or other items may be given to the City of Olympia if, in the judgment of the Department Director or designee, they are consistent with City policies and ordinances.
- 6. **Living Plants.**
 - A. All trees and shrubs eligible for this program are to be those that are native to the Western Washington area or approved by the Director of Parks, Arts and Recreation or designee.



- B. Trees and shrubs will be planted when weather conditions are favorable in the late fall, early spring, on Arbor Day or as deemed appropriate by the Parks, Arts and Recreation Department. Requests for specific installation date are subject to Director's approval.
- C. The donor may plant the tree(s) or shrubs under the supervision of the Parks Maintenance staff, assist Parks Maintenance staff in planting, observe the planting or delegate the planting to Parks staff.
- D. The Parks, Arts and Recreation Department reserves the right to move, or remove, any living plants for any reason.
- E. Donor shall pay for all installation costs.

7. Memorial Donations: Memorial donations that meet the criteria in sections 1-6 are allowed, so long as they are not accompanied by a plaque or inscription. Exceptions may be made for individuals who have contributed outstanding civic service to the City of Olympia or have been instrumental in stewarding, acquiring or developing Olympia Parks or for individuals who have made significant land or monetary contributions to Olympia Parks. In these cases, the following guidelines should be adhered to:

- a. Language on the plaque should avoid using the term "in memory of," dates of birth/death, or any other language that feels "cemetery-like" in nature
- b. Nothing headstone in nature
- c. These donations must be approved by the Director and the Parks and Recreation Advisory Committee.

7.8. Appeals.

A. In the event the donor and Department Director or designee are not able to reach agreement, an appeal may be made to the City Manager. Appeals should be made only after the donor and Department Director or designee agree that they cannot reach agreement on donation details.

Related Department Policies

Art Donation Policy

Approved by:

Paul Simmons, Director of Parks, Arts & Recreation

Date