

## **SOLICITATIONS OF DONATIONS TO THE CITY**

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The City recognizes that there are programs, initiatives, and events that cannot be adequately funded or by choice will not be funded through tax dollars alone. The City also recognizes that private and corporate residents often want to support the City and these programs, initiatives, and events through donations of professional services, money, or in-kind items. Under these circumstances, it may be appropriate to accept such donations to the City.

However, due to tax regulations, ethics laws, and fiduciary responsibility, it is important that the City properly accounts for these donations and manages who shall be authorized to solicit for donations. It is also important that donors are issued proper receipts and are not inundated with donation requests throughout the year. Finally, it is vital that the City prevents fraudulent solicitation campaigns and be able to take appropriate action against individuals attempting to falsely represent the City. Therefore, solicitation of donations on behalf of the City will only be authorized with prior formal approval and when performed according to the following guidelines. Elected officials, appointed officials, City volunteers, and City staff are not permitted to solicit any type of donation without meeting these requirements.

1. A written request must be submitted to the City Council. The Council may approve the request with limitations as they see fit.
2. The City will provide a form that must include the following information:
  - a. How the solicitation will be conducted (i.e. phone calls, in-person, event, raffle, program).
  - b. Identify who will be approached (i.e. businesses and/or residents).
  - c. Purpose of the solicitation (i.e. to fund the Bike Rodeo, provide prizes for Arbor Day Celebration, money for a capital project).
  - d. Type of donations being solicited (i.e. services, money, in-kind items).
  - e. Solicitation goal (i.e. total of monetary donations, number of items with expected value).
  - f. Dates, times, duration, and location of solicitation, if applicable.
  - g. Name, address, and contact information of each individual who will be conducting the solicitations.
3. All donations must be tracked and maintained by City staff.
  - a. Monetary donations must be made payable to the City of Warrenville and are to be submitted to the City Finance Department for proper accounting.
  - b. Donations cannot be used to pay for items or services directly (i.e. cannot solicit and receive cash and then directly purchase an item to be used as a prize in an event)
  - c. Item donations will be submitted to the applicable staff liaison or the Assistant City Administrator.
  - d. In-kind services must be reported to the City Finance Department for recording.
4. The City Finance Department will issue the donor a receipt to the donating party for the donation within thirty days.

5. A list of all donations and their values will be kept by the City Finance Department on an annual basis.
6. No individual shall solicit donations of items or services on behalf of the City without having first been issued an appropriate identification badge. The identification badge shall be worn at all times that the individual is engaged in solicitation on behalf of the City and shall be returned to the Director of Finance upon completion of the solicitation event.
7. All records kept by the solicitors must be submitted to the City Finance Department upon completion of the solicitation effort.
8. The City reserves the right to take appropriate legal action in the event that an unauthorized solicitation occurs, which is in violation of this policy.
9. If elected officials or the City Administrator receive requests about making donations to the City, they must inform the Mayor and direct the party making the request to the Assistant City Administrator to follow up.
10. Nothing in this policy shall prohibit the Mayor or his designee from seeking or accepting donations to the City, without prior City Council approval. However, all information about any donations received by the Mayor or his designee will be submitted to the Finance Department for tracking.