

SECTION: GENERAL ADMINISTRATION

SUBJECT: PROMOTIONAL ITEMS

Original Resolution No: 92-10-13  
Revision Resolution No.: 01-06-04  
Revision Resolution No.: 03-01-51  
Revision Resolution No.: 14-02-34  
Revision Resolution No.: 17-03-19

### **Policy**

It is the policy of the County of Warner that the donation of financial resources and promotional items to community organizations, will not be permitted, except as per this policy.

### **Guidelines**

1. Community Organizations located in the County of Warner may ask for financial support or promotional items to be donated for their respective organizations.
2. Community Organizations eligible for donations shall be limited to those that demonstrate any of the following criteria:
  - (a) a need for financial support or donation from the County
  - (b) are held for the enjoyment and benefit of the general public
  - (c) are hosted on a yearly basis or recognize significant milestones events; and/or
  - (d) do not receive support from the County through other programs or polices
  - (e) take place within the County boundaries
2. All requests for donations must be in writing and be submitted to the CAO.
3. County Council shall be the deciding authority on all financial support applications.
4. Promotional product inventories will be reviewed annually to determine which products should be purchased during the year. Council shall establish an annual budget for these products.
5. If the request is for a door prize, silent auction item or other similar promotional item, a written request is required. Funds for door prizes, silent auctions items or promotional items of a value of \$200 or less shall be decided upon by the CAO, any value greater than \$200 shall be decided upon by Council.
6. Council has the right to donate to any other organization that they see fit.