



Rogers Fire Department Standard Operating Procedures

Policy Title:	Donations and Contributions		
Policy Number:	182	Volume:	Administration
Approved By:	Tom Jenkins	Last Updated:	November 2011
CFAI Reference:	4B.2, 4B.8	CAAS Reference:	105.02.03
Revision Summary:	Created – November 2011 Formatted – May 2012		

PURPOSE

The purpose of this policy is to provide guidance on the acceptance of donations and direct contributions to the fire department.

POLICY

All contributions made to the City of Rogers Fire Department must be accepted in accordance with any applicable city policy or auditing guidelines. Monetary and in-kind contributions can be made with a specific target or purpose, but will not be accepted if they contain unreasonable or unethical requirements.

All donations will be processed and accepted by the City Council and appropriated into the appropriate accounts for expenditure. Cash donations will not be accepted due to the limited ability to track and account for the donation.

Donations received shall be for purposes consistent with the mission, goals and mandates of the fire department. All donated funds shall become public funds upon acceptance and shall be expended for that purpose.

Solicitation for Donations

In most cases the fire department does not endorse the solicitation of donations and contributions from city residents or businesses. However with approval from the Fire Chief and Mayor, donations may be solicited for special projects of special interest to a particular demographic or business group. Authorized solicitation is an appropriate way for individuals and organizations to take an active role in providing the quality of life and promoting additional city programs and resources.