



**PATTON TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA**

BOARD OF SUPERVISORS

**March 11, 2015
7:00 PM**

******* AGENDA UPDATE *****
Additional Material – Proposed Donation Policy**

6. ADMINISTRATION

b. Donation Policy

Supervisor Downsborough has composed the following Proposed Donation Policy to initiate discussion on the topic.

Draft Donation Policy

Patton Township may donate funds to various non-profit organizations that serve a public purpose and provide direct benefits to Patton Township residents. The township may support non-profit organizations that provide functions that serve Patton Township residents and improve the quality of life within Patton Township. These organizations should be qualified by Internal Revenue Service tax exemptions (501(c)(3), 501(c)(4), 501(c)(6) and the like).

Donation guidelines are as follows.

- When the organization provides one or more functions, the functions must be open to all Patton Township residents.
- Functions must serve a large number of Township residents.
- Funding priorities are given to mission areas where Patton Township provides infrastructure or services. These include public safety, transportation, recreation, refuse, recycling, potable water, storm water, sewage, economic development, and land use planning.
- Donations will not be made to individuals
- Donations will not be made to religious organizations
- Donations may be in cash, and may also include “in kind” use of Township facilities, equipment, and services.

Any organization accepting a donation from Patton Township shall accept the following responsibilities and requirements.

- The organization shall furnish proof of their non-profit status.
- The organization shall provide a copy of the audit of their business transactions that covers the period for which the donation was made.
- The organization shall provide a signed letter documenting how the donated funds were spent.

The township may make modest memorial donations in recognition of staff members or volunteers who have provided significant service to the township.

Funding requests from taxing entities will not be considered donations under this policy. However, the Board of Supervisors may consider these requests on a case-by-case basis.