

ATTACHMENT ONE

Donor Recognition Guidelines

Guidelines for City Council Meetings

Frequency

- ✚ Formal recognition of donors will occur during city council meetings on a quarterly basis.

Type of Recognition

- ✚ Formal recognition of donors during council meetings will be based on the size of the donation. Donation levels are as follows:
 - ✓ \$250-\$500 group photo, name read
 - ✓ \$501-\$999 individual photo, name read
 - ✓ \$1,000-\$2,499 individual photo, opportunity to address the council
 - ✓ \$2,500 or more framed certificate, opportunity to address the council, optional ceremonial check
- ✚ The donation levels listed above notwithstanding, councilmembers reserve the right to recognize an organization that has made a significant contribution to the city by the donation of cash, in-kind materials, or service.

Other Guidelines

- ✚ Donors funding 100% of a need will receive recognition outside of a city council meeting. Such recognition could include (but is not limited to):
 - Staff attendance at a meeting of the organization
 - A mention during a subsequent council meeting (e.g. city manager's report)
 - Departmental presentations during a city council meeting
 - Photo opportunity at city hall with donor (e.g. parks and recreation department)

If the donation falls within a donation level listed above, the donor will also receive the specified recognition during a regularly scheduled donor recognition presentation during a city council meeting.

- ✚ Upon receipt of a donation, council will send a personally signed thank you card to the donor. When appropriate, the card will include the date when the donor will be recognized during a council meeting.

✚ To supplement the quarterly recognition of donors during city council meetings, the Friends of Apache Junction has offered to host an open house/reception for donors. The event will:

- Be held twice a year;
- Feature light refreshments;
- Include a short program; and
- Thank donors by the need they helped to address.

The city council has agreed to provide the following for such events:

- Venue;
- Council attendance;
- Staff attendance;
- Assistance of the city's public information officer to help market the event; and
- Access to the city's postage machine; Friends to reimburse the city for postage expenditure.