

## DONATION POLICY

Silver Brook Township levies each year for its Health & Recreation Fund.

The total amount levied for the Health & Recreation Fund is set by the electorate at its Annual Town Meeting.

Distributions can only be made from this fund to support area programs that are allowed by statute, are for a public purpose, and are in the town's interest.

The Board of Supervisors has set the following requirements for donation requests:

1. A written request for funds must be received by the Town Clerk on or before the date of the Annual Town Meeting held on the second Tuesday of March of each year. Attendance by a representative of the requesting organization at the Annual Town Meeting is highly encouraged.
2. The written request must include the following information:
  - a. The name of the requesting organization;
  - b. A detailed request stating the amount requested and further outlining what the donation would be used for; and
  - c. A financial statement from the requesting organization, if appropriate.

All requests will be presented to the electorate at the Annual Town Meeting. The Board will take into consideration each organization's presentation and any input by members of the electorate for or against each request. All requests will be evaluated and donations, if any, determined by the Board at their first regular business meeting following the Annual Town Meeting.