

Sacramento Public Library Policies and Procedures

Policy No:			
Title:	Fundraising Partnership Policy		
Department:			
Issue Date:	August 22, 2019	Board Approval Date:	

A. PURPOSE

Sacramento Public Library highly values the fundraising efforts of all organizations and individuals in the community that are working to support the Library and its programs and services.

This policy defines the requirements an organization must meet to be recognized by the Library as a fundraising partner and to be acknowledged and promoted by the Library. This policy is necessary to ensure that funds raised in the name of the Sacramento Public Library are used to directly support its programs and services.

This policy does not preclude other organizations from donating unrestricted funds to the Library or otherwise supporting its programs and services.

B. POLICY

Only entities that satisfy the following requirements will be recognized by the Library as fundraising partners and promoted on the Library’s website, social media platforms, or in other fundraising materials produced by the Library:

- 1) The fundraising partner’s articles of incorporation and bylaws must include a provision reflecting that the sole, specific purpose of the entity is to raise funds to support and promote the services and programs of the Sacramento Public Library or organizations that support and promote the services and programs of the Sacramento Public Library.
- 2) The fundraising partner has received written authorization from the Library to use the Library’s name and/or logo in accordance with the Library’s Partnership and Branding Guide.
- 3) The fundraising partner has a written agreement with the Library reflecting the practices and procedures agreed to by the parties to ensure that they work collaboratively together.

Notwithstanding the foregoing, the Library may solicit partnerships with any organization to collaborate on specific joint fundraisers or programs, and the Library may choose to promote such fundraisers or programs on its website, social media platforms, or in other fundraising materials.

