

Policy Regarding Assistance to Non-Profit Organizations

The following constitutes a set of guidelines to be considered when evaluating requests for use of Town employees by non-profit organizations:

- The non-profit organization must be an approved 501 (c)(3) organization.
- Mission of the non-profit organization must be consistent with that of Town government as determined by the General Manager.
- Any assistance given to a non-profit organization by Town employees during any part of the day when they are working for the Town must be approved by their Department Head with notification to the General Manager.
- Solicitation of funds by Town employees on behalf of the non-profit organization during any part of the day when they are working for the Town must be approved by their Department Head with notification to the General Manager.
- Town employees must inform solicitees that their willingness, or lack thereof, to donate to a non-profit organization will have no bearing on their ability to contract for work with the Town.
- Town employees who are involved in the preparation of Town bids or the awarding of Town contracts shall not solicit funds from vendors or potential vendors to the Town.
- Time spent by individual Town employees in assisting non-profit organizations shall not result in their inability to fully perform their required Town responsibilities.
- Town employees assisting non-profit organizations during any part of the day when they are working for the Town shall receive no personal monetary consideration, whether direct or indirect, from such activity.
- Use of meeting rooms in Town facilities shall be allowed for approved non-profit 501 (c)(3) organizations with the approval of the General Manager or his designee provided there is no conflict with meetings of Town staff, Boards or Commissions.