

# Northampton County Conservation District Donation Acceptance Policy

## **Purpose**

The following guidelines are intended to serve as criteria for the acceptance of gift-in-kind monetary donations and/or goods and services to Northampton County Conservation District. This policy includes and supersedes the Envirothon Contributions Policy.

## **General Guidelines**

Northampton County Conservation District appreciates all gifts-in-kind which enhance our mission statement advancement.

A gift of supplies, equipment or service is accepted when it directly supports the priorities, mission, goals and/or objectives of Northampton County Conservation District.

All gifts would be accepted at the discretion of the Board of Directors at its next regularly scheduled meeting. Gifts with a market value of equal to or less than \$10,000 are to be processed internally. Gifts with a market value of more than \$10,000 would require approval by the State Conservation Commission per SCC Policies and Procedures.

It is preferable, on most occasions, to use the method of cheque exchange for receipting purposes. The donation is required to be submitted with a completed donation form.

All anonymous donations received will be put towards General Environmental Education Fund.

## **Donor Recognition**

### Platinum Level Sponsor – Contributions valued at \$1000 +

- Sponsor will be invited to attend the requested event as a guest.
- Contribution will be recognized in all appropriate Northampton County Conservation District publications and print materials (i.e. newsletter, press releases, etc.) associated with the requested event or project.
- Contribution will be recognized on Education page of the NCCD website and Social media.
- Event related sponsorship will be recognized on sponsorship placards placed at requested event.
- Sponsors name/logo will be engraved on the current year's award plaques, if applicable, and if received 2 months prior to the requested event.
- Sponsors name/logo will be printed on the current year's event T-shirt if applicable and received 2-months prior to the requested event. (if received too late, name/logo would appear on following year shirts.). A t-shirt, featuring the sponsor's name/logo, will be provided to the Sponsor.
- A Certificate of Appreciation will be provided recognizing level of support.

### Gold Level Sponsor – Contributions valued at \$500 to \$999

- Contribution will be recognized in all appropriate Northampton County Conservation District publications and print materials (i.e. newsletter, press releases, etc.) associated with the requested event or project.
- Contribution will be recognized on Education page of the NCCD website and Social media.
- Event related sponsorship will be recognized on sponsorship placards placed at requested event.
- Sponsors name/logo will be engraved on the current year's award plaques, if applicable, and if received 2 months prior to the requested event.
- Sponsors name/logo will be printed on the current year's event T-shirt if applicable and received 2-months prior to the requested event. (if received too late, name/logo would appear on following year shirts.). A t-shirt, featuring the sponsor's name/logo, will be provided to the Sponsor.
- A Certificate of Appreciation will be provided recognizing level of support.

Silver Level Sponsor – Contributions valued at \$100 to \$499

- Contribution will be recognized in all appropriate Northampton County Conservation District publications and print materials (i.e. newsletter, press releases, etc.) associated with the requested event or project.
- Contribution will be recognized on Education page of the NCCD website and Social media.
- Event related sponsorship will be recognized on sponsorship placards placed at requested event.
- A Certificate of Appreciation will be provided recognizing level of support.

Bronze Level Donor – Contributions valued at less than \$100

- Contribution will be recognized in all appropriate Northampton County Conservation District publications and print materials (i.e. newsletter, press releases, etc.) associated with the requested event or project.
- Contribution will be recognized on Education page of the NCCD website and Social media.
- A Certificate of Appreciation will be provided recognizing level of support.

This policy was established by the Northampton County Conservation District Board of Directors on 11/6/2018 and replaces the Envirothon Contributions Policy (established by the Northampton County Conservation District Board of Directors on February 14, 2012, Revised 6/12/12 and 3/8/16.)



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## Northampton County Conservation District

Greystone Building - 14 Gracedale Avenue - Nazareth, Pennsylvania 18064-9211  
Phone: (610) 826-6276 - Fax: (610) 746-1980 - Email: [northamptoncd@northamptoncd.org](mailto:northamptoncd@northamptoncd.org)

## NCCD Donation Form

The Northampton County Conservation District Board of Directors and staff would like to thank you in advance for your generous contribution and sponsorship of our Education and Outreach Programs.

Sponsor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Amount/Item: \_\_\_\_\_

Requested fund contribution (check one):

\_\_\_\_\_ Envirothon Fund

\_\_\_\_\_ Act 48 Teacher Workshop Fund

\_\_\_\_\_ General Environmental Education Fund

Please provide a JPEG of your logo to [wmcroberts@northamptoncounty.org](mailto:wmcroberts@northamptoncounty.org)

**Please contact the District if you wish to volunteer.  
(NOTE: All volunteers require registration and background checks.)**