Community Program Support Request Policy Resolution 2018-02

Whereas, the Blaine-Birch Bay Park & Recreation District 2, hereinafter referred to as the BBBPRD2, is a Special Recreation District of the State of Washington with a mission *to provide recreational opportunities, acquire and maintain sites that enhance our quality of life and preserve the natural and recreational resources of the District, and*

Whereas, the BBBPRD2 will plan for all expenditures in annual budgets to be finalized and approved at the February Board meeting of fiscal year.

Whereas, requests for financial support comes from outside agencies, community groups and individuals throughout the year.

Whereas, requests for support will be reviewed and approved in a timely manner by commissioners.

Therefore, the BBBPRD2 shall establish a community Program Support Request Policy that states the following:

Statement A

All requests for financial support for community programs from BBBPRD2 shall be made in writing from the organization or individual making the request on the District form. Requests should outline total dollar amount and intended use of funds. After the request has been submitted, no motion to approve funding shall be made by Commissioners prior to the next scheduled business meeting.

Statement B

Financial requests need to be submitted by December 31 of each year for consideration and approval to be included in the following year's budget.

Statement C

Requests that miss the December 31 deadline may still be considered for approval and funding during current fiscal year if finances from the reserve fund are available and if deemed valuable by Commissioners. Requests must follow procedure as described in Statement A.

Statement D

All inter-local agreements will be administered by the District and signed by the individual recipients. Insurance certificates naming the District as additional insured must be submitted to the District prior to the issuance of funds.

Blaine-Birch Bay Park & Recreation District 2