

# Town of Pine Ridge

2757 Fish Hatchery Road  
West Columbia, SC 29172  
Telephone (803) 755-2500  
Facsimile (803) 955-0605



## Donation Policy

### **Position Statement**

Approved: 6/09/2009  
Revised: 7/14/2009

### **prepared by the Finance Committee**

Revised: 9/11/2012  
Revised: 2/14/2023

### **Purpose**

The purpose of this document is to establish the process to be followed when the Town of Pine Ridge receives a request for financial support from groups or organizations. The process will allow Council to conduct a meaningful comparison of request for financial support.

### **Definitions**

In-Town Community Service Projects/Events: These are community service projects or events that directly impact and benefit the Town of Pine Ridge. There are two categories of such projects/events:

1. Projects/events that take place in the Town of Pine Ridge and the proceeds are used to provide a service or assistance to the Pine Ridge community. It is the Council's responsibility to determine the merit of each project/event and, it is the Council's prerogative not to fund a project/event or fund it up to \$500.00 with the discretion to go higher for special events. Examples would be the Senior Center Luncheon, a golf tournament held at Charwood sponsored by a local in town group.
2. Projects/events that take place outside the Town of Pine Ridge but the proceeds are used to provide a service or assistance to the Pine Ridge community. It is the Council's responsibility to determine the merit of each project/event and, it is the Council's prerogative not to fund a project/event or fund it up to \$250.00. An example would be Pine Ridge Middle School requesting money to buy supplies for a car wash held outside the town limits.

# Town of Pine Ridge

2757 Fish Hatchery Road  
West Columbia, SC 29172  
Telephone (803) 755-2500  
Facsimile (803) 955-0605



**Out-of -Town Community Service Projects/Events:** These are community service projects or events that do not directly impact and benefit the Town of Pine Ridge because they take place outside the Town of Pine Ridge and the proceeds are not used to benefit the Pine Ridge community. It is the Council’s responsibility to determine the merit of each project/event and, it is the Council’s prerogative not to fund a project/event or fund it up to \$100.00. An example would be a local school outside the town limits requesting financial assistance to purchase equipment, uniforms, etc.).

## **Eligibility**

Those eligible to request financial support from the Town of Pine Ridge include any community-based groups or organizations that have a presence in or around the Town of Pine Ridge that were established for the benefit of serving others; acts in the interest of the youth; supports community activities; and promotes public health, education, the environment, sports and recreation, and the safety and protection of the public.

The Town of Pine Ridge will not consider requests from political groups/organizations; individuals; or groups/organizations where a member of Council receives any financial or other gain.

## **Making a Request**

All requests must be made in writing on the form provided and sent to the attention of Municipal Clerk.

The request must include the name of the group/organization, the purpose of the request, the specific use of the funds, the amount of the request, the benefit to the Pine Ridge community.

# *Town of Pine Ridge*

2757 Fish Hatchery Road  
West Columbia, SC 29172  
Telephone (803) 755-2500  
Facsimile (803) 955-0605



## **Approval**

When a request for financial support is received, the Council will carefully review each request and take into consideration the impact on the quality of life in the community, giving greater deference to the impact on those in the community of Pine Ridge. As stewards charged with appropriately handling the fiduciary matters of Pine Ridge, the Council must also consider the town's budget when obligating any funds.

Finance Committee has been given the authority by Council to approve requests for financial support which may fall outside of the regular council meeting schedule. The authority to approve donation requests without the consideration of Council must be renewed during each fiscal year budget hearing and approved as part of each fiscal year's budget approval process. The Finance Committee shall report to Council at the next scheduled Council meeting any & all donation requests or approvals.