

## **DONATION POLICY**

The donation policy for Edna Township has been in place since at least 2005.

All requests for donations must be received at, or before, the regular February meeting of the township board. All requests must be in writing. The name, address, amount of request, proposed use of the funds, and the Minnesota statute reference that allows donations to this entity for the stated purpose must be included. Please note that this is not the 501©3 non-profit designation.

The list of requests for donations, that were received on time and had all the necessary information, will be presented at the annual meeting. If an organization wants to speak at the annual meeting they should ask to be included on the agenda at or before the regular February township meeting.

There is an amount budgeted for total donations for the year. This amount is divided at the annual meeting.

(Included in the minutes of the May, 2018 meeting)