

## **Point Roberts Park & Recreation District #1**

### **Volunteer Policy 3/16/2020**

The Park District can have volunteers donate time for projects and events as long as it does not impede on the regular work hours of our employee(s). All volunteers must sign a document with the Park District stating that they are volunteering by their own choice receiving no wages and they are registered and accepted as a volunteer by the Point Roberts Park & Recreation District #1. All hours worked by the volunteer must be documented and held for 3 years. Hours must be reported to the Washington State Department of Labor and Industries to cover medical aid for workers compensation.

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### **Donation Policy 3/16/2020**

Goods or services may be donated to the Park District. Services may be donated upon approval of the Park District Board. All people donating services are considered volunteers and must follow the Volunteer Policy guidelines. Goods may be donated to the Park District. These must be considered before accepting any donated goods:

1. Is there a place to store the item(s)
2. Will the item(s) benefit multiple groups
3. Will the item(s) be used on a regular basis
4. Is there going to be a cost to maintain the item(s)

Any goods or services valued at under \$500 may be accepted by the Park Coordinator and the Chairperson of the Board. Any items over \$500 must be accepted by the Park Board.

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### **Disposal Policy 3/16/2020**

There are 3 acceptable methods for disposing non-titled property within the Park District.

1. If the property for disposal is so damaged that there is no longer any redeemable value, the property can be surveyed out to the transfer station upon approval of the Park Coordinator and the Chairperson of the board.
2. If there is no longer a use for the property and the value is under \$500, the item(s) can be offered as a donation for free. Non-profits and civic groups have first choice on the items before they are offered up for repurposing by the general public.
3. If an item for disposal is valued over \$500 in value, the Park Board must be informed of the need to dispose of the item(s) and they should be put up for sale with any funds going into the Park Districts accounts. If the item can not be sold, then Non-profits and civic groups have first choice on the item(s) before they are offered up for repurposing by the general public.