



City of Topeka Policy

Acknowledgement of Donations

ACKNOWLEDGMENT OF DONATIONS POLICY

Purpose: To outline the authorized acknowledgments of donations on city property.

Applicability: To all city employees.

Effective Date: March 1, 2006

1. DONATIONS

The City of Topeka may choose to recognize and thank persons or groups making donations to the City by placing words of acknowledgement on City property. A donor may fill out a form stating whether the donor would like the recognition to be in the donor's name or in the name of a person or group the donor wants acknowledged. The donor may state a preference for the location of the acknowledgment and may state a preference for the words proceeding the name on the acknowledgment by choosing from the following list:

- A. Donated by
- B. In recognition of
- C. In memory of
- D. In loving memory of

2. STANDARDS

The location and wording of an acknowledgement will be at the City's sole discretion and the City retains the right to refuse any donation, to alter the words on an acknowledgment and to remove acknowledgements without notice.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO DONATIONS.

Approved:

Neil Dobler, Acting City Manager
February 15, 2006