

STATE OF GEORGIA
COUNTY OF FULTON

A RESOLUTION TO ADOPT A POLICY REGARDING NON-PROFIT REQUESTS FOR ASSISTANCE

BE IT RESOLVED by the City Council for the City of Sandy Springs, Georgia while in regular session on April 20, 2010 at 6:00 p.m. as follows:

SECTION 1. That the Mayor and City Council find that from time to time it is necessary to update and amend the City of Sandy Springs policies and procedures; and

SECTION 2. That the current policy, resolutions and ordinances does not address requests for non-monetary assistance from non-profit entities; and

SECTION 3. That the adoption of a policy would facilitate ease of use by both staff and the public; and

SECTION 4. The Mayor and City Council do hereby adopt the attached policy regarding requests from non-profit entities as shown in the attached Exhibit A.

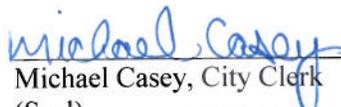
SECTION 5. That this resolution be effective immediately upon its adoption.

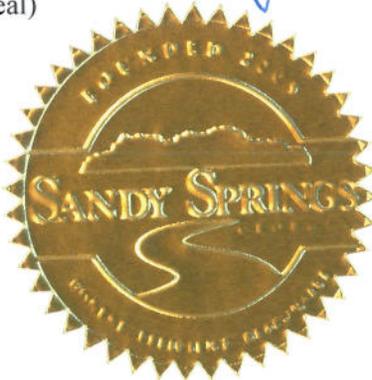
APPROVED AND ADOPTED on this the 20th day of April, 2010.

Approved:


Eva Galambos, Mayor

Attest:


Michael Casey, City Clerk
(Seal)



Policy Statement

TITLE: Non-Profit Requests for Non-Monetary Assistance

DATE: April 20, 2010

OVERVIEW

Recognizing the importance of non-profit, community-based services in a city, the City of Sandy Springs ("City") is committed to encouraging and supporting programs which have a positive impact on the community. However, the City must also provide effective and efficient services to our residents. Balancing these needs, and to facilitate an equitable review and response to such requests, the following has been adopted as policy for the City of Sandy Springs.

PROCEDURES

1. Requests for Media, Promotion or Community Notification

Promoting civic involvement is an important role for the City. As such, when a non-profit entity requests that the City assist in the promotion of an event, the City may:

- Post a brief description of the event on the Community Calendar and provide contact information and / or a link to the event's official website.
- Post an announcement of the event on the City's website, www.sandyspringsga.org at the beginning of the week leading up to the date of the event.

2. Requests for Staff Support

It shall be the general practice of the City to support the work of non-profit entities to the extent that the request is revenue-neutral to the City. As such, the City **cannot** provide staff support to non-profit entities to serve in a coordinating or other designated role.

Should City staff desire to volunteer their time in service to a non-profit entity outside of their regular work hours, this is permissible and would not be prohibited. Such volunteer service should not interfere nor be in conflict with the employee's regular work duties.

3. Requests for Letters of Support from Mayor and/or Councilmembers

As elected representatives of the community, requests for letters of support, encouragement or endorsement are often requested from the Mayor and/or Councilmembers. Where appropriate, the Mayor and Councilmembers shall make every effort to provide these letters. Non-profit entities requesting this level of support should provide draft letters which will then be reviewed and edited as appropriate by the requested signatories.

Requests for “mass mailings” of these letters will be considered, but are not guaranteed. In these cases, it is the responsibility of the non-profit to provide a properly formatted mailing list as specified by City staff. The City shall not incur costs related to printing or postage.