

# **MARION COUNTY FAIR POLICIES AND PROCEDURES**

**Sponsoring Department:**  
Public Works- County Fair

## **SUBJECT: MARION COUNTY FAIR MAKING A DONATION**

### **1.0 Purpose**

To establish a policy for handling requests for donations received by the fair.

### **2.0 General Policy**

The fair receives requests from both private parties and community organizations requesting donations to an event or project. Since the fair has limited resources to give, the Fair Board endeavors to respond judiciously to each request.

### **3.0 Policy Guidelines/Procedures**

- 3.1 The Fair Board is the approving authority regarding donation decisions.
- 3.2 Requests are to be brought to the Fair Board in-person by the requesting organization. If that is not possible, the organization requesting the donation may have a board member represent them in bringing the request before the board.
- 3.3 Donations will only be made to not-for-profit parties or organizations. No donations will be given to individuals or personal interest events.
- 3.4 The event benefitting from the donation must fit the spirit and mission of the Marion County Fair as determined by the Fair Board.
- 3.5 The Fair will only provide entry passes/tickets; no monetary donations will be given.
- 3.6 The fair's donation will be limited to a maximum of 6 entry passes/tickets per request.
- 3.7 Currently, the fair gives a donation in the form of a discount on the purchase of 25 or more tickets purchased at a time. A party purchasing this volume of tickets can purchase them at 20% off.

Adopted: 2/2/11

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