



## CITY OF DORAL

### Donation Boxes and Third-Party Fundraising Activities at City Facilities

#### **I. PURPOSE**

The purpose of this policy is to establish uniform procedures governing requests by students, schools, nonprofit organizations, and community groups to place donation boxes, or conduct limited fundraising or collection activities at City of Doral government owned facilities.

The City supports charitable, educational, and disaster-relief efforts within the community. However, the City must also ensure transparency, accountability, impartiality, and protection from liability.

This policy is intended to:

- Streamline the review and approval process;
- Ensure appropriate vetting of organizations;
- Protect the City from legal and financial liability;
- Maintain political neutrality;
- Clarify that such activities are independent of City sponsorship unless formally approved otherwise.

#### **2. SCOPE**

This policy applies to all City-owned or City-controlled facilities, including but not limited to:

- Parks and recreational facilities;
- Community centers;
- City Hall and administrative buildings;
- Public meeting rooms and shared civic spaces.

This policy shall apply whenever a request to conduct a donation, collection or fundraising activity is submitted by:

- A student or student organization;
- A public or private school;
- A registered nonprofit organization;
- A community group;
- Any third party seeking to collect monetary or in-kind donations.

### 3. EXEMPTIONS

This policy shall not apply to:

1. City Council-initiated events or collection efforts formally approved by the City Council;
2. Events conducted pursuant to a formal partnership agreement approved by the City Council;
3. Nonprofit organizations or NGOs awarded funding through the City's Community-Based Organization (CBO) Grant Program, when such activities fall within the scope of their approved grant agreement;
4. Official City-sponsored charitable initiatives authorized through Council action.

Nothing contained herein shall be interpreted to conflict with, override, or limit any Council-approved partnership, agreement, resolution, or funding award.

### 4. DEFINITIONS

- **Donation Box:** A physical container placed at a City facility for the purpose of collecting goods or monetary contributions.
- **Fundraising Activity:** Any activity conducted by a third party to solicit or collect money, goods, or services for charitable, educational, or disaster-relief purposes.
- **Third-Party Organization:** Any individual, group, or entity that is not the City of Doral.

### 3. GENERAL POLICY

1. The City may allow limited Donation Boxes or Fundraising Activity at designated facilities, subject to administrative approval as provided in this policy.
2. Permission to use City Facilities for donation collection does not constitute the City's sponsorship, endorsement, partnership or joint venture of the Fundraising Activity, or management, operation, control or responsibility over the Donation Boxes unless the Fundraising Activity or Donation Box is expressly approved by the City Council.
3. The City shall bear no responsibility for the acts of Third-Party Organizations relating to the Fundraising Activity or placement of Donation Box(es), and shall be held harmless by

the Third-Party Organization prior to any Fundraising Activity or placement of a Donation Box at any City Owned or Controlled Facility, and

4. Approval under this policy is a revocable administrative privilege, not a right.

#### **4. ELIGIBILITY REQUIREMENTS**

In order to be considered for approval, the requesting non-profit or school based organizations shall:

- Provide documentation evidencing legal existence, such as Articles of Incorporation;
- Provide legal authority to conduct the Fundraising or Donation Box activity, such as a school sponsorship letter signed by an authorized school teacher or officer, on official school letterhead;
- Provide proof of current nonprofit status, if applicable, including an IRS 501(c)(3) determination letter.
- Provide documentation demonstrating active registration with the Florida Department of Agriculture and Consumer Services, when required under state law for charitable solicitation.
- When applicable, proof of insurance.
- Submit a written description clearly outlining:
  - The purpose of the Fundraising Activity or Donation Box;
  - The intended beneficiaries;
  - The method and timeline for distribution of funds or goods;
  - The duration of the collection or fundraising effort.

The City reserves the right to request additional documentation or clarification as deemed necessary to complete its review.

#### **5. REVIEW PROCESS**

1. All requests for Fundraising or Donation Box activity at a City Owned or Operate must be submitted in writing to the City Manager's Office or designated department.
2. Requests shall be reviewed by:

- The City Manager or designee;
  - The City Attorney; and
  - Risk Management (if applicable).
3. Considerations for approval include:
- Legitimacy of the organization;
  - Clarity of purpose;
  - Compliance with state and federal laws;
  - Facility appropriateness;
  - Duration of the collection;
  - Operational impact on City staff.
4. The City may impose reasonable limitations, including but not limited to:
- Duration of approval, such as a maximum of thirty (30) days unless otherwise authorized;
  - Number of Donation Boxes permitted per facility;
  - Placement of Donation Boxes within a facility;
  - Number of concurrent Fundraising or Donation Box efforts.

## 6. LIMITATION OF LIABILITY & DISCLAIMER

The City shall not:

- Collect, handle, store, transport, count, or distribute donated funds or goods;
- Provide any financial oversight or assistance of Fundraising or Donation Box activity;
- Verify the pick up or distribution of any goods or funds collected as the result of the Fundraising or Donation Box activity.

All Donation Boxes must clearly display a disclaimer stating:

**“This collection is conducted by [Organization Name]. The City of Doral does not sponsor, endorse, or assume responsibility for this fundraising activity or the distribution of collected donations.”**

The organization must agree to indemnify and hold harmless the City of Doral from any claims arising out of the Fundraising or Donation Box activity.

## 7. PROHIBITED ACTIVITIES

The following are strictly prohibited under this policy:

- Political fundraising or activities connected to any candidate, political committee, or ballot initiative;
- Use of City Logo, Seal, or any City branding without the express written authorization of the City Manager or their designee;
- Any representation that the City is sponsoring or endorsing the Fundraising or Donation Box activity;
- Use of elected officials' names, images or likeness in any electioneering material;
- Use of elected officials' names, images, or likeness in any marketing materials without express written authorization from the elected official;
- The handling of cash by any City staff.

## 8. MARKETING & COMMUNICATION GUIDELINES

1. The City shall not co-brand, co-host, or market Third-Party Fundraising or Donation Box efforts governed under this policy.
2. City communication channels (website, social media, email newsletters) may, at the City Manager's discretion, share neutral information regarding the Fundraising or Donation Box activity, provided:
  - The Disclaimer included in paragraph 6 is included; and
  - The communication is politically neutral;
3. All marketing materials must be pre-approved by the City prior to display within City facilities.
4. The City reserves the right to deny use of its communication channels for any reason.

## 7. OPERATIONAL REQUIREMENTS

Approved organizations must:

- Deliver and remove Donation Boxes themselves;
- Maintain the Donation Box in clean and safe condition;
- Remove collections on a regular schedule;

- Provide the name and contact information for the person responsible for oversight of the Donation Box or Fundraising Activity.

The City reserves the right to remove any box that:

- Creates a safety hazard;
- Becomes disruptive;
- Is not properly maintained;
- Violates the terms of this policy.

## **8. REVOCATION**

Approval may be revoked at any time if:

- Information provided by the Third Party to the City is inaccurate;
- The organization violates any of the policy terms;
- The Donation Box or Fundraising activity creates an operational disruption;
- Legal or risk concerns arise.

## **9. EFFECTIVE DATE**

This policy shall take effect upon approval by the City Council's adoption and shall remain in effect unless amended or rescinded.