

Kitsap Public Facilities District Endorsement and Co-sponsorship Policies

Definitions:

Endorsement is the lending of the Kitsap Public Facilities District (“KPF D”) name to give support to another organization’s project, action or activity. Endorsement is a low-level, albeit formal, form of organizational support. Such action or activity may include endorsement of conferences or meetings. Endorsement does not commit the KPF D to contributing volunteers or funding.

Any financial support of a project or program carries an implicit Endorsement of that project or program. A decision to provide financial support to another organization at any level must meet the Considerations for Endorsement and Co-sponsorship and follow the procedures outlined below.

Co-sponsorship is lending of the KPF D name and providing volunteers, board members and/or staff in both the planning and execution of the project, action or activity.

Financial support of another organization’s project, action or activity in excess of \$100.00 qualifies as Co-sponsorship and requires that at least one board member participate in the planning and execution of the event.

Considerations for Endorsement or Co-sponsorship

1. The project, action or activity must be located within Kitsap County.
2. The sponsoring agency or organization has purposes and objectives compatible with those of the KPF D. The relationship should be clear between this Endorsement or Co-sponsorship and the interests of the KPF D.
3. The event/activity addresses a demonstrated need to a group or total community. The KPF D does not undertake Endorsements or Co-sponsorships for the benefit of individuals
4. The KPF D logo and name can be included in all print materials and media announcements related to the project, action or activity. The Administrator reviews and approves appropriateness and placement of the KPF D logo and name.
5. Endorsement or co-sponsorship of an project, action or activity does not commit KPF D to public action that is contrary to the KPF D Bylaws.
6. Further involvement with the outside organization (such as financial contribution and/or board or staff participation) is considered separately from a decision relating to a single endorsement or co-sponsorship.

Procedure

A committee or individual seeking KPF D support must provide a letter identifying the request. The letter should include information regarding:

- Organization’s statement of purpose.
- Organization’s major activities.
- Organization’s major source of income.
- Approximate size (budget, membership and/or participant/constituency) of organization.
- Statement of how and under what conditions the endorsement will be used.
- Statement from the organization as to the extent of KPF D involvement and responsibilities as an endorser or co-sponsor.

The KPFD Board of Directors must approve each request for Endorsement or Co-sponsorship.

When the Board of Directors approves KPFD participation in the Community Action, the Chair shall send a letter to the organization informing them of this decision.

The Chair's letter shall include the conditions of KPFD participation. Conditions ordinarily would include:

- Written agreement not to use the KPFD name or logo, other than identifying the KPFD as a member organization or participant in the designated activity, on any document or statement issued by the organization.
- Details about and specific expectations for KPFD involvement in the activity or action.
- Acknowledgement of KPFD participation shall read, "The Kitsap Public Facilities District endorses/co-sponsors/sponsors...."
- An understanding that the other organization cannot assume the KPFD will continue to endorse or co-sponsor the project, action or activity if the originally approved request changes.
- An understanding that the KPFD Board of Directors can terminate endorsement or co-sponsorship at any time.