



Date: 06/30/2016

Updated: 06/30/2021

Date To Be Reviewed: Five Years – 06/30/2026

Title of Document: 5.1.2 LOPR_Agency Acceptance of Gifts & Donations

Staff Acceptance of Gifts Policy

There are occasions where staff may be the recipients of gifts from contractors, vendors, customers, or others. The City of Lake Oswego has a policy for staff acceptance of gifts.

The City of Lake Oswego Human Resources Personnel Policy, 1-4 Ethics, #3 outlines the City's policy for staff acceptance of gifts and gratuities and states:

Employees may not accept gifts, money, discounts or favors including a benefit to family members, friends or business associates for doing work that the City pays them to do. The exceptions to this are promotional gifts (e.g., coffee mug or letter opener with the company logo on it) or those of nominal value (i.e., does not exceed \$100 per person on a single occasion and is not greater than \$250 in any one calendar year.)

For example, if a gift basket, sample food, or other consumables are received by the Parks & Recreation Department (LOPR), the consumables are placed in the location's break or lunch room and staff are notified to share in the gift. Any other gifts not specifically addressed in the policy must be declared to the recipient's supervisor who then makes the determination of how to proceed.

Park Donations & Memorials Policy

7.1.B LOPR_Park Donation & Memorial Policy outlines the policy and procedures for those desiring to donate gifts or materials to parks.

<https://www.ci.oswego.or.us/parksrec/donations-memorials-parks>

Additionally, as a function of the Active Network Registration software for Recreation activities and services, registrants are able to make online donations (by choosing the Donations tab) to the Parks & Recreation Scholarship Program, the ACC Scholarship Program, Lake Oswego Meals on Wheels, (all of which are focused on the underserved populations of Lake Oswego) and the Sam Dibbins (tennis coach for many years) Memorial Bench Campaign. Registrants are also able to make donations of \$2 or more to the Scholarship Fund for under-served populations during the checkout process. The link to the Active Network Donations tab is below:

https://apm.activecommunities.com/lakeoswegoparks/ActiveNet_Home?FileName=onlinedonation.sdi



Director Approval - Original Approval Date: _____
Update Approval Date: _____
Signature: _____

PARKS & RECREATION

In the cases of donations of supplies or equipment, the Division supervisor along with consensus from the respective Deputy Director make the arrangements for accepting the donation. For example, the Skate Park (before it was closed) received a donation of half pipes built by a patron. The Teen Lounge often receives donations of game room equipment. The decisions about how to treat/accept these donations are made by the respective Division Supervisors and Deputy Director, Recreation.

The LOPR Adult Community Center has the ACC VIP Donation Program which offers perks for various levels of annual donations to the ACC. The donations to the ACC support award winning programs, evidence-based caregiver programs, support groups, free medical equipment loans, family consultations and much more. See the details at: <https://www.ci.oswego.or.us/acc/vip-program>

The City of Lake Oswego tax identification number provided to those who donate for tax purposes is 93-600-2231.

Lake Oswego City Library Donations and Endowment Fund

<https://www.ci.oswego.or.us/library/donate-lop>

City Charter Article 16.06

Library Endowment Fund Established.

Sections:

- [16.06.200](#) Library Endowment Fund Established.
- [16.06.210](#) Donations to Fund.
- [16.06.220](#) Fund Accounting; Use of Fund Principal and Income.
- [16.06.230](#) Segregation of Fund Assets.
- [16.06.240](#) Investment of Fund.
- [16.06.250](#) Termination of Fund.

Responsibility/Contacts: Director, Deputy Directors, Managers, Administrative Assistants