



Director Approval - Original Approval Date:	_____
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Signature:	

PARKS & RECREATION

Date: 06/30/2016

Updated: 06/30/2022

Date To Be Reviewed: Five years – 06/30/2027

Title of Document: 5.1.4 LOPR_Private, Corporate, and Non-Profit Support Procedures

Background:

One source of funding for Lake Oswego Parks & Recreation (LOPR) to provide programs and services to the community is through the solicitation of sponsorships for activities and events. LOPR established the Sponsorship Policy and the supporting Sponsorship Agreement Guidelines.

Procedures:

The policies and procedures for how LOPR approaches sponsorships is outlined in 3.4.3.A LOPR_Sponsorship Policy and 3.4.3.B LOPR_Sponsorship Agreements Guidelines.

Refer to the Communications and Sponsorship Coordinator for more information.

2022 Benefit Packages and 2018-2022 Sponsorship Tracker spreadsheets that comply with evidence of compliance are located at the CAPRA Website.

References:

3.4.3.A LOPR_Sponsorship Policy

3.4.3.B LOPR_Sponsorship Agreements Guidelines

5.1.3 Grants Procedures

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