

MEMO

DATE: November 4, 2010
TO: Terry Stewart, Town Manager
FROM: Cathie Lewis, Public Works Director *CML*
SUBJECT: Bay Oaks Recreation Campus – Donor Recognition

I have attached the draft administrative policy that was developed to recognize individuals and organizations that made monetary donations to the recreation facility or its programs.

The administrative policy also references a Memorial Wall but to date that program has not been implemented as there is not a budget for the initial expense of a sculpture. This is an item that was identified in the AdHoc Committees report.

As you know, in addition to donations Bay Oaks is hugely reliant upon volunteer assistance. Whenever a person assists with some special activity or program a thank you letter is either sent from the Recreation Manager or Mayor. I also started, as my donation, a lunch barbeque for the folks that have volunteered throughout the year.

I believe the attached will provide the information to assist Council with their discussion.

Attachment

pc: file

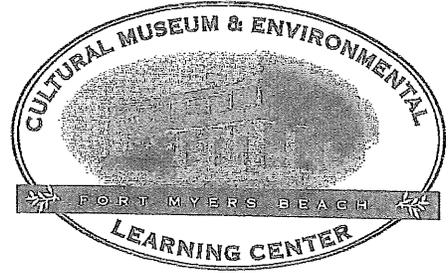
Handwritten initials, possibly 'CS', in the bottom left corner of the page.

ADMINISTRATIVE POLICY		TOWN OF FORT MYERS BEACH	
Subject: Public Recognition of Donors		Effective Date	A.P. Number
Applies To: Parks & Recreation			Page

PURPOSE: To maintain consistency in recognizing donors that have made contributions to support parks and recreation in the Town of Fort Myers Beach.

POLICY: Each and every donor will receive a “thank you” letter from the Recreation Manager. Further recognition is based on the amount of the donation as follows:

- \$1 - \$499: Notification of the donation sent to Council.
- \$500 - \$2,500: Notification of the donation sent to Council; customized plaque recognizing the donor as a “Bronze” sponsor.
- \$2,501 - \$5,000: Notification of the donation sent to Council; customized plaque recognizing the donor as a “Silver” sponsor; public recognition at a Town Council meeting.
- \$5,001 - \$7,500: Notification of the donation sent to Council; customized plaque recognizing the donor as a “Gold” sponsor; public recognition at a Town Council meeting.
- \$7,501 - \$10,000: Notification of the donation sent to Council; customized plaque recognizing the donor as a “Platinum” sponsor; public recognition at a Town Council meeting.
- Memorial/Donor Wall – This sculpture is to be installed on the outside of the Bay Oaks recreation center behind the memorial garden and feature plates that could be engraved with the names of donors. Bay Oaks staff frequently receives requests for memorials to be placed on the Bay Oaks campus. The installation of the memorial donor wall, the Town would be able to sell memorial and/or special message plates that members of the public could purchase to dedicate to loved ones or for special purposes.



Memo

To: Town Manager Terry Stewart
Cc: 
From: Theresa Schober, Director of Cultural Resources
Date: 9/3/10
Re: Mound House recognition program

During thematic and interpretive design conducted with the Town's consultants, three locations were specified to credit major donors to the Mound House project. Two of the three locations will include all major donors including a main site welcome sign along Connecticut Street and a donor recognition panel in the historic house. In addition, agencies that contributed to the shell mound exhibit project are also recognized in the credits following the six-minute documentary within the exhibit itself. This three-part approach provides for recognition in a permanent way at the site that is accessible to visitors to the grounds, the house, and the shell mound exhibit. All locations also credit the Town of Fort Myers Beach.

A major donor is defined with a contribution of \$5,000 or more to capital development. To date the list of major donors includes:

- Florida Communities Trust
- Town of Fort Myers Beach
- Florida Division of Historical Resources
- Lee County Tourist Development Council
- West Coast Inland Navigation District
- Florida Humanities Council
- Friends of the Mound House, Inc.
- Florida Division of Forestry
- Claiborne and Ned Foulds Foundation

Donors contributing less than \$5,000 have been recognized in the Mound House Happenings newsletter in previous years and receive a thank you note card.

1st-Floor Interior Recognition Panel

Front Elevation
Scale: 1-1/2" : 1'-0"

