

**CITY OF POLSON
RESOLUTION NO. 2018-010**

A RESOLUTION CREATING A POLICY FOR DONATING GOLF SEASON PASSES TO CHARITABLE ORGANIZATIONS

WHEREAS, the Polson Bay Golf Course has received numerous requests for donation of annual golf passes and seeks to establish for itself and the City a uniform process to determine if and which charitable organizations should receive such grants;

WHEREAS, the Polson Golf Board and Director of Parks and Recreation have submitted a proposed policy for adoption and the Commission has attached the same to this Resolution;

WHEREAS, the City Manager has reviewed the submitted policy and recommended that the Commission adopt the same as written;

WHEREAS, the City of Polson deems it in the best interests of the citizens of Polson and the patrons of the golf course to adopt a comprehensive and uniform process for the review of requests for donated season passes;

NOW, THEREFORE, BE IT RESOLVED that the attached policy for the review and award of requests for golf passes from Polson Bay Golf Course to be used for charity is adopted as the policy of the City of Polson.

BE IT FURTHER RESOLVED, that the City Clerk is hereby instructed to file this Resolution in the City's Book of Resolutions.

 7 ayes nays abstentions

Date of Passage: August 20, 2018
Effective Date: Immediately

Paul Briney, Mayor

Attest:

Cora E. Pritt, Clerk

City Commission Policy

Policy Area: Polson Bay Golf Course

Subject: Charitable Golf Season Pass Requests

Title of Policy: Charitable Golf Season Pass Policy

Effective Date: Aug 20, 2018

Approved By: City Commission

Resolution # 2018-

Policy Number: Golf - 2

Approved Date: Aug 20, 2018

Revision Date:

- 1. Rational or Background to Policy:** This policy has been implemented to establish very clear procedures and timelines to be followed by charitable groups when requesting donations of golf season passes from Polson Bay Golf Course and to establish procedures for the Golf Advisory Board in reviewing these requests.

- 2. Policy Statement:** The following policy guidelines apply:
 - a. All requests for donated season passes must be received by September 1st.
 - b. The Golf Advisory Board will review all requests and make recommendations for award to the city commission.
 - c. The Polson city commission will make the final award determinations.
 - d. Raffles must comply with Montana Rule 23.16.2602 (General Raffle Requirements).
 - e. Follow up report detailing charitable earnings is required post raffle/drawing for the golf course.
 - f. Maximum of 6 season passes (total) to be awarded annually.
 - g. Winners of donated season passes will be eligible for a full refund of pre-purchased season pass for the same year, or allowed to transfer won season pass to another person prior to use. Won season passes are excluded from the golf roll-over/refund policy.
 - h. Not all requests will be awarded.
 - i. Effective date of this policy is upon City Commission approval.

- 3. Procedures:** The following procedures will be followed when giving out golf charitable season pass(s):
 - a. Application forms are available at the Polson Bay Golf Course Pro-shop.
 - b. All requests for donated season passes must be received by September 1st.
 - c. All requests must be submitted to:
 - Polson Bay Golf Course
 - 111 Bayview Dr.
 - Polson Mt 59860
 - d. The Golf Advisory Board will review all requests and make recommendations for award to the city commission on the second Wednesday in September for the upcoming golf season.
 - e. The Polson city commission will make the final award determination on its second meeting in September.
 - f. Follow up report detailing charitable earnings is required post raffle/drawing. This report should include; method of fund raising, amount raised, contact information of

City Commission Policy

winners and how the funds will be spent to benefit the community. Information will be used to determine future eligibility for season passes.

- g.** The golf advisory board will make recommendations for award based on amount of money to be raised, the benefit to the community, reports from previous awards, and the relevance to the promotion of the game of golf, and the relationship of the charitable organization to the City of Polson, its citizens, and Polson Bay Golf Course.

ELIGIBILITY

Groups requesting golf passes must be a 501c(3) local organization that show funds raised will be used to benefit the Polson community.

Charitable Season Golf Pass Request Form

Local organization requesting golf pass(s): _____

Registered 501 © (3) (8) Y____ N____

Number of pass(s) requested: _____

Purpose for pass(s): _____

Expected revenue to be raised: \$_____

Date of raffle/drawing: _____

Organization contact: Name _____

Phone number _____

E-mail _____

Notes: All requests to be received by 1 September. Submit to Polson Bay Golf Course (111 Bayview Dr.)

Golf Board recommendations will be made in September for the upcoming golf season.

Polson City Commission makes final award determinations.

Raffle must comply with Montana Rule 23.16.2602 (General Raffle Requirements).

Follow up report detailing charitable earnings is required post raffle/drawing for the golf course.

Maximum of 6 passes (total) to be awarded annually.

Signature: _____ Date: _____