

APPENDIX II

ARC FUNDRAISING PROTOCOL

1. Capital Improvements and Alterations.

a. **Improvements and Alterations, Generally.** In the Associated Recreation Council (ARC)'s discretion and following project approval by the Department of Parks and Recreation (DPR), ARC may undertake fundraising for capital projects benefiting DPR facilities or properties and provide financial management services, including but not limited to fiscal sponsorship, to facilitate such capital projects proposed by "Friends of" or similar groups, when possible.

b. **DPR Design Standards and Approval.** Any designs for alterations or capital improvements to DPR facilities or DPR property undertaken or facilitated by ARC shall be designed to DPR standards and are subject to prior DPR design review and approval, pursuant to then-current applicable DPR procedures. All costs of design review and project management shall be included in project expenses and paid out of project funds.

c. **Limitation on Fundraising for Capital Improvements and Alterations.** ARC shall not under any condition commence any fundraising for any capital improvement or alteration to DPR facilities or DPR property that is subject to the approval of any other City of Seattle (City) department, commission or agency, when such approval has not been obtained.

d. **Title to Improvements.** Except as otherwise provided in this Agreement, all appurtenances, fixtures, improvements, equipment, additions and other property attached to or located in City premises during the term of the Master Services Agreement shall be and remain the property of City and shall not be removed by ARC without approval of the Superintendent of Parks and Recreation (Superintendent).

e. **ARC's Personal Property.** All equipment, furnishings, materials and supplies related to ARC's administrative functions shall remain ARC property.

2. Other Fundraising.

In ARC's discretion and with DPR's prior approval, ARC may undertake fundraising activities benefiting DPR programs or new recreation program initiatives and provide financial management services, including but not limited to fiscal sponsorship, to facilitate such fundraising activities proposed by "Friends of" or similar groups, when possible.

3. Approval Process.

Whenever ARC or a member Advisory Council is considering funding a new capital improvement or programmatic initiative, the ARC Executive Director shall provide the Superintendent with a written proposal that includes: (a) the purpose of the improvement or initiative; (b) a development plan, including any fundraising and sponsorship proposals; (c) a marketing and communications plan for disseminating information about the improvement or program; (d) a project timeline; and (e) a sustainability/financing plan to assure the continuing viability of the improvement or program. In determining whether to approve any new initiative, DPR may consider, among other things, the operations and maintenance impact of the project on DPR's budget; financial sustainability; the equity of the proposal from a system-wide perspective; and consistency of the project with DPR's mission, vision and goals.

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