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**County of San Luis Obispo  
Parks and Recreation Department**

***Donor and Sponsorship Program Guidelines***

These guidelines establish standards, procedures and criteria for the installation and care of donated features and the recognition of donors in properties managed by the Parks and Recreation Department. County Parks values donations while at the same time must manage aesthetic impacts and mitigate on-going maintenance costs. The Donor Program is designed to enable residents and visitors to support County Parks through a tax-deductible contribution.

It is the policy of County Parks to offer an incentive to prospective donors and sponsors by providing suitable acknowledgement of their contributions. Recognition shall fully respect the purpose and focus of the park site in order to protect park resources, values, and the visitor experience. Such recognition shall not detract from the visitor's experience or expectation, impair the visual qualities of the park environment, be perceived as advertising or commercializing the character of the park setting, or create a feeling of proprietary interest.

The following principles form the basis for these guidelines:

- Donations, gifts, and memorials for park units should be relevant to the purpose of the park.
- Any donor's wishes for anonymity shall be respected.
- It is preferable to express appreciation for contributions by giving something to the donors or sponsors rather than by forms of recognition to be displayed in the park.
- Where a physical form of in-park recognition is deemed appropriate, temporary/transient forms are preferred.
- Recognition of corporate donations or sponsorships must not in any way suggest the endorsement of County Parks, nor give the impression to park visitors of advertising, commercialization or solicitation, or of a proprietary interest in the park.

- Except with the concurrence of the Director, advertising promotions or corporate slogans shall not be permitted.
- Temporary or permanent recognition, except for special events, shall be subordinate in all cases to the character of the surroundings through use of muted colors, appropriate sizing and good taste.
- Recognition shall not interfere with routine park operations or visitor use.
- Park facilities and features are generally named for reasons of location or natural or cultural significance as it relates to the individual park. Similarly, facilities may be named in recognition of a donor, but shall be subordinated to names which describe the facilities' purpose or common use, or make use of historic names.
- These guidelines are not intended to supersede long-standing recognition programs, however, inappropriate existing recognition should be phased out whenever possible, to conform to these guidelines.
- Park tenants, including concessionaires, cooperating associations, lessees, employees, local or private operators, and other park partners, including non-profits, user groups, advocacy groups, etc., shall follow these guidelines as they relate to on-site recognition.

## **FORMS OF RECOGNITION**

### **1. FORMS OF OFF-SITE RECOGNITION**

Thank-you Letters -- Every donor should promptly receive a letter of appreciation. In many cases, that might be all that is required. Besides being an opportunity to express appreciation for the donation, the thank-you letter can be used as the required letter of acceptance and to acknowledge special circumstances that might apply. It should acknowledge the gift, the donor, date of acceptance and, if cash, the dollar amount. The thank-you letter will also serve as evidence of the gift for the purposes of the donor's tax records. As such, it should completely describe the gift. It should not, however, attempt to value the gift. Depending on the nature and significance of the gift, it might be appropriate to have a thank-you letter also sent to the donor from the Director or the Commission.

Publicity -- In all cases the donor's request for anonymity shall be respected. When appropriate, County Parks can publicly recognize donors through press releases to newspapers, magazines, radio and television media, and articles in park newsletters. Articles in the donor's media, such as their corporate newsletter or annual reports, are also ways that recognition can occur.

Events -- Higher profile recognition can occur through media events, press announcements, photo opportunities, ground breakings, ribbon cuttings, meal functions or special recognition events. Other activities or forums in which the donor is involved, such as annual meetings/conventions of non-profit organizations, can also be used. Some of these events may be held on-site in accordance with acceptable current park practices.

Commemorative Items Given to the Donor -- Some items that might be presented to donors as an expression of gratitude include certificates of appreciation, prints, photographs, paintings, and plaques. Many donors feel a strong affinity for the park to which they are making a donation. A framed photograph or print of the park, with a small engraved plate or other form of inscription indicating County Parks' appreciation, might give the donor continuing enjoyment, and help reinforce that affinity. These kinds of items might be sent to the donor, presented in a simple ceremony, or tied into media events or other activities.

Mementos -- A book, park lapel pin, or other park or project-related memento might be appropriate as an expression of appreciation. These may also be presented in conjunction with other forms of recognition, depending on the nature and significance of the donation.

Park Newsletters -- Articles or other displays of donor names in park newsletters provide recognition to donors and allow an opportunity to explain to the public what kinds of projects and activities are made possible through donations. Such articles can also generate visitor interest in making donations.

## **2. ON-SITE RECOGNITION**

Donor Books/Computer Terminal Displays -- Donor books kept on display or computer terminals with recognition data bases that can be accessed by the public in park public areas, are ways to record donors and make their names available to the public without a proliferation of in-park recognition. Donor books related to a one-time, high profile effort may be kept available for public viewing for a period of time and then put into the park archives where they may be made available for viewing upon request.

Temporary Signs -- Temporary signs (such as those used to acknowledge donors during construction activities, restoration of a structure or site, or which include recognition of a sponsor's financial support for a contract period) should be informational, of appropriate design and scale, and make clear that County Parks is

recognizing the donation by placing County Parks name and logo first. They should inform visitors and might contain a brief interpretive message about the nature of the project and the support provided by the donor. The signs should be sturdy, of good quality materials, consistent with the design of other park signs, professionally done and in keeping with park design standards. Donor's name and corporate logo may be used if they are of non-contrasting color and subordinate to the sign's message.

Where it is appropriate to put up more than one sign, they should be placed at infrequent intervals so that multiple signs are not visible from a single viewing point. Under no circumstances should signs be affixed to cultural or natural resources, or placed in areas of cultural sensitivity (such as archeological sites) where they would intrude on the historic character of the area.

Temporary recognition signs may be left in place only for the contract period, or in the case of "construction" signs, for no more than six months beyond completion of the actual work on the project.

Credit Lines -- Appropriate recognition for contributions and donated items may be allowed at the discretion of the Director on items such as printed materials like information folders and park brochures, audio visual materials, newsletters, interpretive signs, and indoor and outdoor exhibits. Donor name and corporate logos may be included, provided such recognition amounts only to a small, subordinate, short credit line at the end of the material and does not add to the visual clutter or distract the visitor from the object at hand, and/or the interpretive message. In the case of interactive digital displays, a credit line may be used on the monitor and printed information, but should not be on the device itself. In most circumstances "service marks", advertising, promotions, or corporate slogans will not be permitted. Advance approval must be obtained in writing from the Director for exemptions from this guideline.

Recognition Boards/Walls – The Director may approve the placement of donor boards or donor walls within appropriate visitor facilities, provided the boards or walls are not the first thing an entering visitor observes, are subordinate to the primary function of the building, are consistent with professional design standards and do not detract from the park's interpretive messages and are otherwise consistent with these guidelines. Temporary displays, such as "goal thermometers", might be appropriate for the life of a specific capital campaign while longer term boards and walls might be appropriate for significant gifts. Such boards/walls should utilize a

format that allows the recognition of donors by the placement of small name plates, plaques or other markers which can be added and removed with relative ease.

The boards might include a section or column recognizing different categories of donations (e.g., volunteers, memorial gifts, donations of exhibit or archive materials, donors of funds, etc.) as appropriate.

Recognition markers shall be removed within 5-years, with the exception of preexisting non-conforming programs discussed below. Donations of a very significant nature may be worthy of the greater recognition periods. The recognition should be reviewed periodically, and removed or retained as appropriate. Donors should be sensitively advised that donor boards are not intended to be permanent and may be removed at any time, particularly when the facility is being renovated or if there are problems of vandalism or other maintenance concerns.

Permanent Plaques -- With the exception of preexisting donor programs, permanent plaques are to be actively discouraged and generally are not to be used to recognize monetary contributions to County Parks. Other exceptions will be permitted only with the approval of the Director and should be proposed only for major contributions of long-term benefit to County Parks. Permanent recognition plaques should be placed only in developed areas and preferably inside an existing public structure, such as a building. Except for preexisting established programs or under unusual circumstances requiring the approval of the Director, such plaques should not be affixed to cultural or natural resources of the site where they would intrude on the historic or natural character of the area. The commitment for plaque maintenance shall be made for no more than five years.

Semi-Permanent Signs -- Single purpose recognition signs should be avoided. Directional, interpretive, and informational signs should be considered as locations for donor recognition. Recognition should be secondary to the information the sign is designed to convey. For instance, a trail directional sign might incidentally recognize that the trail was constructed through the donor's efforts. Similarly, interpretive displays might note that particular features such as overlooks or other facilities are available through the generosity of specific donors or volunteers. The recognition shall not dominate the sign either by scale or color, and shall not be superior in any way to the park message. Standard earthen colors, lettering sizes and, for sponsorship programs, consistent size, design and use of program logo (e.g. Anza Trail or Coastal Trail logos) shall prevail.

Sign recognition shall be proposed only for significant contributions (of time, money, land, etc.) of long-term benefit to County Parks. Permanent recognition should be placed only in developed areas and preferably inside an existing public structure. Except under unusual circumstances requiring the approval of the Director, signs should not be placed in an area managed for natural values. Under no circumstances should they be affixed to cultural or natural resources, or placed in areas of natural or cultural sensitivity where they would intrude on the historic or natural character of the area. No commitment for sign maintenance should be made for more than 5-years.

Sponsorship Programs -- Sponsorship Programs are a recognized method for obtaining necessary funding and/or services in exchange for regularized acknowledgement on a signboard. These programs should be governed by individual programs, consistent with department sign standards and approved by the Director. In a sense, these programs are not recognition in that they are limited term service agreements designed to promote or advertise the providing entity. Nonetheless, the standardized recognition provided by these programs must otherwise conform to these guidelines in design, placement and sensitivity. It is also important to remember that soliciting or negotiating sponsorships may conflict with existing contracts or other efforts within County Parks. Early coordination with the Director is important for any sponsorship program proposal.

Other Publications -- In order to serve various park needs to distribute information which enhances visitor use of the parks, items such as tabloids, activity calendars, park maps, or tide books may include the underwriting sponsor's limited announcements.

### **3. MEMORIALS/COMMEMORATIVE WORKS/MEMORIAL GIFTS**

It is not appropriate to use parks to memorialize individuals (which includes employees of the County) unless there is a distinguished or unique relationship between the park, the County and the individual. The test of such a relationship is whether the individual has an appropriate place in the interpretive program as a person integral to or instrumental in the history of the park. In general, an individual should have been deceased for at least 5-years before County Parks can make an objective judgment about the significance of that person's role. Existing memorial programs should transition to be consistent with these guidelines.

Memorial donations (gifts made in memory of a person) may be recognized in the same way as other gifts. Parks are public spaces and are generally not appropriate

for memorializing individuals who did not have a significant relationship to the purposes of the park as described above. It is the preference of County Parks that donors of memorial gifts be thanked with off-site forms of recognition, or if the park has a donor board, in an area set aside for memorial gifts that otherwise meet the criteria for that form of recognition. Such listings on donor boards should be subject to the same 5-year limitation as other gifts. The recognition of new memorial donations should not include the donor's name. It should simply list the name of the person in whose memory the gift is given, but not include the honoree's date of birth and/or death, military service, degrees or other honors. A positive, park related quote may be included. Where any on-site memorial name is deemed appropriate by the Director, the recognition shall be secondary or subordinate to names which describe purpose or application, are of natural, historic, or cultural significance or a name in common usage. Reasonable care and consideration should be given to memorial applications to determine if the individual's contributions can stand the test of time. Any individual deemed significant enough to merit such a memorial should be considered for interpretation in the park's program.

#### **4. CATALOG PROGRAMS**

In an effort to raise funds or acquire necessary park related equipment, catalog programs may be developed which offer, for an established fee (which should include necessary administration costs), a variety of items such as picnic tables, inscribed bricks, benches, vehicles and flagpoles which help potential benefactors consider what their donation may acquire. These programs may include formal memorial or fundraising programs which set forth the item, its cost, and the method of memorial. Before such programs are established they are to be reviewed and approved by the Director for content, method of recognition, and conformance to these guidelines. In the case of new formal memorial programs, conformance to the guideline above for relationship to the park need not apply, but it is preferred that the recognition take the form of off-site recognition or the use of a memorial board. Where approved, small discrete recognition may be placed upon the object such as by the branding of the cut cross-grain ends of benches or picnic tables. Where the object is in or adjacent to high-use areas such as parking lots, recognition may be placed in a more visible location, but in every instance attribution must otherwise conform to these guidelines for scale, color, etc.

## 5. NAMING PARK FACILITIES AND SITES

Philanthropy occurs when the donor has a keen sense of doing right, that something good has been achieved due to his or her action beyond merely receiving a tax deduction to his or her benefit. Philanthropy occurs when donors believe that their decision to give is justified by the merits of the projects, and nothing is expected in return other than the reasonable hope that the park uses these gifts as promised, and uses them to their full advantage.

Simply having made a significant monetary or other type of donation to a park does not necessarily meet the test of compelling justification to associate the name of a donor with park facilities. As parks are public places owned by the people, the naming of buildings and other park facilities after individuals appears to imply that ownership is held by someone other than the general public. For these reasons, commemoration of donors through the naming of facilities and structures should be avoided and discouraged. Such acknowledgments should remain a secondary enticement for making a contribution.

Monetary Donors – With the approval of the Director, non-historic or new park facilities, structures or appropriate rooms within a structure, may be named in recognition of a donor when the donor has funded the major cost of the facility or structure.

Commemoration of Individuals -- After an individual has been deceased for five years, the Director may consider naming a non-historic or new park facility, structure or appropriate rooms within a structure in their honor if they had a clear and long-lasting association with and provided extraordinary support to the site, park and/or County Parks. Reasonable care and consideration should be given to commemorations to determine if the individual's merit can stand the test of time. Any individual deemed significant enough to merit such a remembrance should be considered for interpretation in the park's program.

Landscape Features -- Within parks, geographic features, whether natural or manmade, shall not be named for individuals or donors.

Subordination -- Where the naming of any facility, structure, or appropriate room within a structure in recognition of a donor or individual (as described above) is deemed appropriate by the Director, the recognition shall be secondary or subordinated to names which describe purpose or application, historic names, or common usage. Donors should be advised that when naming is approved that



permanence cannot be assured and may be removed within an established time frame and replaced with another name or when the facility is being renovated and if there are problems of vandalism or other maintenance concerns.

## **6. RECOGNITION ASSOCIATED WITH SPECIAL EVENTS**

Provisions for advertising promotions or corporate slogans are not provided by this guideline, with the limited exception of special events. Special events are a recognized fund raising activity for many organizations and a popular source of recreation for a large portion of the population. For the purposes of this guideline, special events are considered to fall generally into two categories; non-County Park events allowed under special use permit and events in which the County Parks is at least a co-sponsor.

Non-County Park Events -- For non-County Park events, notices may be placed within the park only in close proximity (both in time and location) to the event. Where donations or sponsorship of a special event will require some form of on-site recognition, and to ensure against any appearance of endorsement, the special use permit shall spell out the responsibilities of the parties and any conditions on the offering or acceptance of the gift. In providing recreational opportunities through the provision of temporary facilities, flyers, logistical support, etc., corporate sponsors at special events may be recognized by limited use of corporate logos and names on event facilities, signs and literature at the discretion of the Director. The size, scale, and location of corporate logos and names should not dominate the event facilities or area. Under no circumstances shall corporate logos and or names be displayed in a manner which would in any way suggest the endorsement of County Parks.

County Park Events -- For officially sponsored events, corporate recognition may be allowed, but the name of the event shall predominate. Corporate names must not be used in any way that would imply or otherwise suggest County Park endorsement of a corporate product or company, or be construed as a commercial solicitation or advertising. The emphasis should be on acknowledging the sponsor(s) versus in-park advertising. On-site notices, such as banners, must be appropriate to the character and scale of the event and may be displayed for a period of time in advance of the event.

## **7. OTHER**

Special Privileges -- Making a donation or co-sponsoring a special event does not entitle the donor/sponsor to any special privileges. Any requests by such parties shall be subject to the same criteria as a request by any member of the public (e.g., special use permit). Nothing contained herein shall prohibit appropriate donor recognition ceremonies. Donor recognition may include properly used corporate identification, but shall not contain the public display of corporate or advertising slogans.

### **EXISTING NON-CONFORMING ON-SITE RECOGNITION**

Existing plaques and other recognition that do not conform to this policy should be considered for phase-out. In the process of bringing the parks into compliance with these guidelines, sensitivity toward donors must be exercised. It is important that Parks maintain commitments and past contractual agreements, and recognize that some existing recognitions, such as plaques and benches, may have achieved a level of importance of their own. In addition, care needs to be taken to avoid damaging our community relations for the sake of achieving compliance.

### **ETHICAL CONSIDERATIONS**

Sponsorship and philanthropy can provide great benefits to County Parks, but may come with unintended consequences which require prudence in their acceptance. County Parks' name, image and associated symbols generate significant goodwill and have a value requiring vigilance for their protection. Association through questionable relationships including products (such as tobacco and alcohol) or practices (substandard wages or working conditions) should be avoided. In addition, unforeseen occurrences such as deleterious environmental events or criminal/unethical behavior on the part of the donor may require County Parks to have the ability to sever relations if necessary. This expectation should be made clear to potential donors along with the understanding that no donated or sponsored funding will be returned due to a breach of ethical behavior.

Similarly, some issues may arise where a donor wishes a refund or change due to other unforeseen conditions. For example, a married couple may donate to a fund that recognizes both of them. If that couple divorces and now wishes to no longer be recognized under the donor recognition as a couple, it must be explained to the donors that the donation was given by the couple and the recognition remains as given at the time of the donation.

While requested anonymity may reflect the purest form of giving, confidentiality may also conceal motives, actions, or relationships which should not be associated with County Parks. County Parks' relationship with donors should be transparent and understandable to the public. A donor's request for confidentiality will be respected, provided that such confidentiality does not conceal a real or perceived conflict of interest or similar ethical concern.

In addition to the above cautions, County Parks will not accept a direct donation from persons or entities:

- With whom they are in pending litigation,
- That are seeking to obtain a contract, lease, grant or other business, benefit or assistance from County Parks,
- Where acceptance would create a conflict of interest or the appearance of a conflict of interest for County Parks,
- Where the conditions placed on a donation are inconsistent with the authorized purposes, policies, and planning documents of County Parks, an individual park or program,
- Where the donation is inconsistent with or otherwise seeks to circumvent laws, regulations or policies,
- Where the donation is to an employee in the form of a "reward", salary, or honorarium for his or her personal use. This does not preclude an employee from re-directing any such donation to the County Parks.

A determination of whether or not a potential donor falls into any of these categories may require consultation with the Director prior to accepting or recognizing any gift. In the consultation process, consideration must be given to how the solicitation, acceptance, and recognition of the donation will reflect on any partner and the park/program it supports as well as on all of County Parks.

## **GLOSSARY**

**Advertising** -- The activity of attracting public attention to a non-park related product, function or business, by paid announcements in print or any other media.

**Catalog Program** -- An itemized list of equipment, features, park furniture, or other items which are offered as inducement for donors or memorials.

**Commercialization** -- The application of any donation method, activity, program, project, sign, structure or other item which exploits the intrinsic values of park resources or park setting primarily for financial or promotional gain at the expense of park quality.

**Donor** -- An individual or entity who acts as a benefactor by contributing, granting, subscribing, or otherwise providing funds or labor for the purpose of maintenance, improvement, restoration, enhancement, reclamation, addition or enlargement of holdings, properties, resources or facilities of County Parks.

**Gift** -- Any payment to the extent that consideration of equal or greater value is not received and includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to official status.

**Interpretive Panel** -- A semi-permanent sign whose primary purpose is to present information about a place or concept which will help to improve the viewer's understanding about that subject.

**Logo** -- Either a name or symbol used for the purpose of easy recognition.

**Plaque** -- Generally a small, flat, regular shaped memorial plate or slab that conveys information in bold relief or engraving.

**Recognition** -- The official act of acknowledgement of acceptance.

**Semi-permanent sign** -- A sign which, by design, is intended to remain without essential change in its status, condition, or place.

**Service mark** -- A "service mark" is a form of trademark that is used in the sale or advertising of services. It is usually a word, phrase, symbol, design or combination thereof, which identifies and distinguishes the source of a service.

**Sign** -- A display structure using lettering or symbols which bears a posted notice, designation, direction, command, or is used to identify, communicate or interpret.

**Special events** -- The short term use of park lands or facilities for such purposes as sporting events, musical concerts, weddings, receptions, banquets, non-profit organization fundraising activities which are compatible and in keeping with the park.

**Sponsor** -- Sponsorships are financial support from a corporation or business for a specific event, project or program, in exchange for certain benefits and/or value.

**Sponsorship programs** -- A service in which, for the exchange of funds and the contractual obligation for the maintenance or operation on a nonprofit basis of a unit, area or facility, County Parks agrees, for a limited time, to erect an appropriate sign in acknowledgment of the sponsorship.

**Temporary sign** -- A sign which, by design, is placed for a known short-term period.

**Volunteer** -- An individual or entity who performs or offers to perform a service, obligation or helpful work of their own free will without remuneration or recompense.

### Donor Recognition Plan

Real Estate, Facility, Equipment, Etc.				
Project Title			Total Estimated Cost	\$
Gift Level	Monetary Commitment	Commemo rative Item (If any)	Primary Recognition (in years)	Other Recognition
10%			Donor Board, 5 years	Newsletter acknowledgement
20%			Donor Board, 5 years	Newsletter acknowledgement
30%			Donor Board, 5 years	Newsletter acknowledgement
40%			Donor Board, 5 years	Newsletter acknowledgement
50%		Certificate to donor	Donor Board, 5 years	+Dedication event/news release acknowledgement
60%		Certificate to donor	Donor Board, 5 years	+Dedication event/news release acknowledgement
70%		Certificate to donor	Donor Board, 5 years	+Dedication event/news release acknowledgement
80%		Certificate to donor	Donor Board, 5 years	+Dedication event/news release acknowledgement
90%		+Plaque to donor	Donor Board, 5 years	+Dedication event/news release acknowledgement
100%		+Framed photo of property/park to donor	Donor Board, 5 years	+Dedication event/news release acknowledgement
<b>Sponsor or Donor Name</b>				

Trail Construction				
Project Title				Total Estimated Cost
Gift Level	Monetary Commitment	Commemorative Item (If any)	Primary Recognition (in years)	Other Recognition
10%	\$ -		Donor Book at Park, 5 years	Newsletter acknowledgement
20%	\$ -		Donor Book at Park, 5 years	Newsletter acknowledgement
30%	\$ -		Donor Book at Park, 5 years	Newsletter acknowledgement
40%	\$ -		Donor Book at Park, 5 years	Newsletter acknowledgement
50%	\$ -		Donor Book at Park, 5 years	Newsletter acknowledgement
60%	\$ -		Donor Book at Park, 5 years	Newsletter acknowledgement
70%	\$ -	Certificate to donor	Donor Book at Park, 5 years	Newsletter acknowledgement
80%	\$ -	Certificate to donor	Donor Book at Park, 5 years	Newsletter acknowledgement
90%	\$ -	Certificate to donor	Donor Book at Park, 5 years	Newsletter acknowledgement
100%	\$ -	Plaque to donor	+Trailhead plaque, 5 years	+Construction sign, Dedication event/news release acknowledgement

**Sponsor or Donor Name**

I wish to remain anonymous.

## Donor Recognition Plan

### General Giving Over \$500

Gift Level	Commemorative Item (If any)	Primary Recognition (in years)	Other Recognition
\$500		Donor Book in Park, 5 years	Newsletter acknowledgement
\$1,000	Certificate to donor	Donor Board, 5 years	Newsletter acknowledgement
\$5,000	Certificate to donor	Donor Board, 5 years	Newsletter acknowledgement
\$10,000	+Plaque to donor	Donor Board, 5 years	Newsletter acknowledgement
\$20,000	+Plaque to donor	Donor Board, 5 years	Newsletter acknowledgement
\$30,000	+Plaque to donor	Donor Board, 5 years	Newsletter acknowledgement
\$40,000	+Plaque to donor	Donor Board, 5 years	Newsletter acknowledgement
\$50,000	+Plaque to donor	Donor Board, 5 years	Newsletter acknowledgement
\$100,000	+Plaque to donor	Donor Board, 5 years	+News release acknowledgement

**Sponsor or Donor Name**

I wish to remain anonymous.



## ANNUAL DONOR NEEDS INVENTORY

Park Name  ( Any Park ) (EXAMPLE)

Priority	Project or Item Name	Comments	Core Area	Estimated Cost
1	Campfire Center	For new campground	E	\$50,000
2	Utility Vehicle	Gator/Mule/etc for housekeeping	F	\$10,000
3	Restroom Roof	Replace shakes w/comp	F,E	\$15,000
4	Restroom Building	For new Day Use Area	F,R	\$200,000
5	Patrol PWC	Two with trailer	S	\$25,000
6	Fire Safety Gear	For prescribed burn program	P,S	\$4,000
7	Trail bridge	East Creek Trail, 40' long	F,R	\$15,000
8	Kiosk	Replace at east entrance	F,R	\$40,000
9	Entrance Sign	Replace at main entrance	F	\$5,000
10	Playground Equip.	For new Day Use Area	F,R	\$200,000
11	25 HP Tractor	W/loader & landscape box	F	\$20,000
12	Trail bridge	East Creek Trail, 30' long	F,R	\$10,000
13	Shed	For sign storage	F,S	\$5,500
14	T-shirts	Volunteer incentives	E	\$500
15	Desktop Computer	For Office	All	\$1,500
16	DVD Recorder	Archiving historic videos	E,F, P	\$200
17	Notebook Computer	Interp. Programs & Training	All	\$2,000
18	Projector	Interp. Programs & Training	All	\$1,000
19	Trail Bench	East Creek Trail	F,R	\$1,000
20	Greenhouse	Replace plastic panels	F,P	\$2,000
21	Generator	For emergency backup	F,S	\$3,000
22	Trail Bench	West Creek Trail	F,R	\$1,000

<b>23</b>	Drinking fountain	Accessible/freeze proof	F,R	\$3,500
<b>24</b>	Digital Camera	For photo monitoring	P	\$350
<b>25</b>				
<b>26</b>				
<b>27</b>				
<b>28</b>				
<b>29</b>				
<b>30</b>				

Core Program Areas: E= Education/ Interpretation F= Facilities P= Resource Protection R= Recreation S= Public Safety