

	<b>MULDOON VOLUNTEER FIRE DEPARTMENT</b>  <b>Policy and Procedure</b>	General Order Number  <b>H01</b>
Subject:  <b>Major Contributor Board</b>	Effective Date: <b>02-07-2007</b>	Rescinds:
Application:  <b>All Members</b>	File Date: <b>03-07-2007</b>	Page: 1 of 2
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**I. Purpose:**

To establish levels of donations to the Muldoon Volunteer Fire Department qualifying a donor for inclusion on a Major Contributor Board to be prominently displayed on the exterior of the fire station, to establish the length of time that names of qualifying contributors will be displayed on the Major Contributor Board, and to establish a procedure for the recognition of major contributors in perpetuity after such time as the term of their inclusion on the Major Contributor Board has expired.

**II. Definitions:**

**MVFD:** Muldoon Volunteer Fire Department.

**Major Contributor Board:** A professional grade, metal board mounted prominently on the exterior of the fire station, which will list the names of individuals and/or organizations that meet the criteria for recognition as major contributors to the Muldoon Volunteer Fire Department.

**Former Contributor Board:** A plaque containing the names of all former contributors previously qualifying for inclusion on the Major Contributors Board which will be displayed in the meeting room of the fire station in perpetuity. The Former Contributor Board will also differentiate between the levels of contribution provided by the donor in accordance with the provisions of this policy. All major contributors prior to the enactment of this policy will be displayed on this plaque in perpetuity.

**Level of Contribution:** The level of individual contribution, to be displayed in descending order of sum total contribution on both the Major and Former Contributor Boards as indicated by metallic designation according to the following parameters:

**Platinum Level Donor:** A donation which consists of a sum of \$5,000 dollars or greater.

**Gold Level Donor:** A donation which consists of sums from \$2,500 to \$4,999.

**Silver Level Donor:** A donation which consists of sums from \$1,000-\$2,499.

**Bronze Level Donor:** A donation which consists of \$500-\$999.

**Duration of Display:** The time period over which an individual contributor's name and/or organization and appropriate level of contribution designator will be displayed on the Major Contributor Board.

### III. Policy

- A. A professional grade, metal board shall be mounted prominently on the exterior of the fire station and shall serve as the Major Contributor Board.
- B. The Major Contributor Board shall be subdivided, in descending order of priority, to designate donors as Platinum, Gold, Silver, or Bronze level donors.
- C. A 6" x 24" metal sign featuring the name and/or organization qualifying as a Major Contributor shall be displayed on the Major Contributor Board under the appropriate level of contribution for a period of two (2) years from the date of receipt of the donation.
- D. At such time as a donor's two (2) year term of recognition on the Major Contributor Board has expired, the major contributor will be notified by the Secretary of the Department and asked if they would like to donate again under any level of contribution.
- E. If the major contributor desires to donate again and their contribution qualifies them for continued inclusion on the Major Contributor Board, their name and/or the name of their organization will remain on the Major Contributor Board under the appropriate level for an additional two (2) years.
- F. If the Major Contributor does not wish to make a further contribution qualifying them for continued posting on the Major Contributor Board, their name and/or the name of their organization shall be removed from the Major Contributor Board.
- G. The names and/or organization of all former major contributors will be transferred to a smaller plate of the appropriate metallic color designation on Former Contributors Board inside the fire station.

Note: Major Contributors can have their name on the contributor board of either the Muldoon Station or the Cistern station, but not both.