



Hancock County Conservation Board Gift Acceptance Policy

The Hancock County Conservation Board (HCCB) solicits and accepts gifts that are consistent with its mission and that support its core programs and special projects.

Gift items include but are not limited to: Trees, Shrubs, Plants, Seeds, Equipment, Fish and Wildlife Habitat Improvement Materials, Environmental Education Materials, Animal Mounts, Monuments or Memorials, Etc.

Objects will not be accepted or otherwise acquired for the HCCB unless the following conditions are met:

- A. The object(s) are relevant to and consistent with the purposes and activities of the HCCB.
- B. Donors must have a clear, legal title to the object if applicable.
- C. Gifts are donated unconditionally with no restrictions as to display, preservation, retention, or disposition, either now or in the future. HCCB staff will place, use and maintain donated objects where they deem appropriate. HCCB is not responsible for replacing or repairing of a Gift Item if vandalized, destroyed or otherwise damaged.
- D. The HCCB occasionally changes exhibits as time and interests change. For this reason, no guarantee can be made that the donated object(s) will be on exhibit at any given time.
- E. Gift Item(s), not the subject of subsection F, shall be accepted only upon the signed approval of the Executive Director, or his designated staff.
- F. Monetary donations and donations of private memorials must be approved by the Hancock County Conservation Board.

Donated objects will be retained permanently if they continue to be relevant and useful to the purposes and activities of the HCCB and if they can be properly stored, preserved and used. Disposing of objects will be considered when these conditions no longer prevail and only be recommendation of the Executive Director with approval of the Conservation Board.

Acceptance of items on loan to the HCCB is discouraged and accepted only by a joint decision of the HCCB and Executive Director.

The items listed on this HCCB Gift Acceptance Policy are hereby donated to the HCCB without limiting conditions and are to become the absolute property of the Hancock County Conservation Board.

Items Donated to the HCCB:

Donor Signature

Date

HCCB Director/Staff

Date