

# CONTRIBUTIONS PROGRAM



Partnerships in NRM  
PROSPECT Course



US Army Corps  
of Engineers®



# Objectives

Become knowledgeable about:

- Contributions authorities and policies
- Contribution, Fundraising and Recognition Guide
- Types of contributions
- Reporting



# Ethics Issue

Can I solicit contributions?





# Corps Employees Cannot ...



.... solicit or take any action that gives the appearance that they are soliciting contributions in support of Corps programs or activities.

The term “solicit” means any request made to a non-federal entity, group or individual for contributions to be made directly or indirectly to the Corps.

You Cannot directly ask for contributions.  
You CAN provide information!





# How to Approach a Potential Partner



- The Corps CAN directly ask organizations and individuals if they would be interested in **VOLUNTEERING**.
  - This can be a good way to start a conversation about partnering and result in the potential partner offering contributions beyond volunteer time.
- Use the Partnering with the Corps handout when you approach a potential partner.
  - Explain that you are reaching out to organizations within the community that have similar missions and goals and we'd like to find a way to work together.
  - Ask the potential partner for an informal meeting, coffee, lunch, etc. to hear what they'd like to see at the project and where we might work together.
  - Explain budgetary/staffing/resource constraints that may prevent us from accomplishing the mission/goals.

## U.S. Army Corps of Engineers Partnership Opportunities

### Why Partner with the Corps?

Benefits of Partnering with the Corps	Connecting with the Corps
<ul style="list-style-type: none"><li>• Potential for national exposure by partnering with a federal agency</li><li>• Variety of partnering opportunities because of the Corps' diverse missions</li><li>• Potential market branding to reach out to new customers</li><li>• One of the nation's leading federal providers of recreation</li><li>• We manage more than 400 lake and river projects equaling more than 12 million acres of land and water in 43 states.</li><li>• Our parks have significant economic impact, with visitors spending upwards of \$10.7 billion on trip expenses, strengthening the environmental, social and economic health of communities.</li><li>• 5,000 recreation sites with more than 93,000 campsites, 3,700 boat ramps, 7,800 miles of trails, of which 90% are within 50 miles of a metropolitan area</li></ul>	<p>The U.S. Army Corps of Engineers manages some of the most cherished lakes, rivers and lands near your cities and towns. Communities are proud of their special place in our parks. Great family memories are created during a boating, fishing, camping trip, or after a quiet day of hiking or biking on one our many trail systems. These experiences are important in strengthening families and organizations. Our parks also have significant economic impact, with 250 million visits per year supporting 180,000 jobs in communities near Corps lakes.</p> <p>With the help of our partners, we can provide more service to the public than without you by our side.</p> <p>To find out more about partnering with the Corps please visit: <a href="https://corpslakes.ercd.dren.mil/visitors/partners.cfm">https://corpslakes.ercd.dren.mil/visitors/partners.cfm</a>.</p>



# ...And by Email



Good afternoon Angelou,

I'm sorry that I missed you at the Outdoor Retailer show, but I understand you and a few other representatives from Greening Youth stopped by our Public Lands booth. Since you are located in the Atlanta area, one of my colleagues from the Forest Service gave me your card. I'm not sure how familiar you are with the Corps of Engineers, but we have four lakes within a 2 hour drive from Atlanta (Lanier, Allatoona, Carters, West Point) that collectively receive 14+ million visitors each year. As you may imagine, there can be significant impacts to the resource from recreation activities that include camping, swimming, hunting, fishing, boating, biking, hiking, and other day use, as well as pressures on the environment from shoreline development.

We have worked extensively with Student Conservation Association at many of our lakes around the country, but we are always looking for opportunities to work with other youth conservation associations as well. If you'd be interested, I'd like to set up a call between Greening Youth and a few of our Corps staff from the Mobile District so we can learn more about each other's organizations.

Just to give a little background on our overall Corps footprint:

- The Corps of Engineers manages 12 million acres of public lands and waters
- 403 lakes and rivers projects in 43 states
- 90% of USACE lakes/rivers are within 50 miles of a metropolitan area
- 5.3 million acres have significant waterfowl use
- 7 of the top 10 migratory bird flyways cross over USACE waters
- 81 million annual fishing visits
- 55,000 miles of shoreline
- 250 million recreation visits per year
- 18% share of US freshwater fishing with 3,000 tournaments per year
- <https://corpslakes.erdc.dren.mil/visitors/visitors.cfm> (for more info)

Please let me know if you'd like to learn more about partnering with us. I've also attached an information sheet.



# Can USACE Accept Contributions and Donations from a Potential Partner ?

**YES!**

- The Contributions Program allows the acceptance of contributions and donation from groups and individuals.
- Provided that the contribution or donation is NOT from a Prohibited Source!
- And you have a project or District Contributions Plan
- Contributions are the SIMPLEST and MOST utilized partnership type in USACE





# Contribution Authorities



- The contributions program was authorized by 33 USC 2325, Water Resources Development Act, 1992, Sec. 203
- EP/ER 1130-2-500 provides guidance and procedures for us to accept contributions. 33 USC § 2325 and 2328 are the authorities that allow us to accept donations through the challenge partnership and contributions programs.
- The foundation for our Partnership Program tools are based on the concept of Contributions.







# A Prohibited Source is an Entity That...

- Seeks official action from USACE
- Conducts or seeks to conduct business with USACE
- Conducts activities regulated by USACE
- Seeks to influence USACE policies or regulations
- Hopes to use your position as a USACE employee to benefit or further its efforts or mission





# Perceptions

- Contributions from an entity which would identify the Corps with casinos, pornography, or other questionable products shall be **declined**.

- What about alcohol or tobacco?



- **Any** contributions or donations that may be perceived as controversial shall be declined.



# Contribution Plan Templates



- HQ suggested non-mandatory templates are available at <https://corpslakes.ercd.dren.mil/employees/contribute/template.cfm>



Lake Red Rock on the Des Moines River

**Practice Safe, Fun Boating!**  US Army Corps of Engineers.

<p> <b>WEAR IT</b> Everyone on your boat should wear a life jacket. Accidents can happen anytime.</p>	<p> <b>ALCOHOL &amp; BOATING DON'T MIX</b> Alcohol reduces reaction time and can cause accidents.</p>
<p> <b>KNOW THE BASICS</b> Successfully complete a boating education course.</p>	<p> <b>KNOW BEFORE YOU GO</b> Check the weather forecast and file a float plan with family and friends.</p>
<p> <b>BOAT RESPONSIBLY</b> Know the weight capacity of your boat. Always be aware of your surroundings.</p>	<p> <b>MAINTAIN YOUR BOAT</b> Routinely check electrical, fuel and auxiliary power systems.</p>

LEARN MORE ABOUT BOATING SAFETY 

Presented thanks to the support of  



Multiple Lake sites are hosting events with support from the community, friends groups and corporations.



# Roles and Responsibilities of Corps Employees

- Each location that collects contributions shall have a contributions plan that describes the work to be accomplished with any potential contributions.
- This document will become part of the OMP and should be reviewed/updated with the OMP every 5 years unless your District has a contribution plan for all projects.
- Commanders may choose to designate a district contributions plan, thus a project specific plan is not required.
- Districts currently without plans: POH, POA, SPL and SWG



US Army Corps  
of Engineers

## **Contributions, Fundraising and Recognition**

### **Reference Guide**

October 2008

The guide was established to provide information to managers about accepting contributions and working with organizations who seek to raise money to benefit the NRM Program.

The Guide sets forth:

- Roles and responsibilities of Corps employees;
- Criteria for determining when contributions may be accepted;
- Permissible activities associated with fundraising;
- Appropriate forms of donor recognition.



# Augmentation

- The partner's portion of a partnership agreement is not an augmentation of the budget. (Per CECC-G Bulletin No. 02-12, Challenge Partnership Program)
- Funds or other items received as a result of a competitively awarded grant from a foundation or other source are also considered a "contribution," not augmentation of appropriated funds.





# Remember...



- All potential contributions MUST be reviewed/approved:
  - \$2,500 - \$99,999: Manager
  - \$100,000 - \$999,999: District NRM and Office of Counsel
  - \$1,000,000+ single contribution or series of contributions: HQUSACE Office of Counsel, NRM, DCW

\*(From Contributions, Fundraising and Recognition Guide, Section 5.2)
- Any group or individual may potentially be a prohibited source of gifts or donations if they are seeking official action from USACE



# Prohibited Source Knowledge Check



Which of the following contributions would be the safest to accept?

1. Budweiser donation of a life jacket loaner station.
2. Lakeside marina donation of an underused flat bottom boat.
3. Local farm supply donation of food plot seed.
4. An adjacent land-owners gift of \$25,000.
5. Water safety coloring sheets of Marly the Marlboro Safety Cat.





# Types of Contributions

Two types of Contributions:

Monetary

-General

-Earmarked/specific



Non-Monetary

-Durable Goods

-Services



## TWELFTH ANNUAL KIDS' FISHING RODEO

### Sponsors:



Clay County

### Partners:

Willow Grove Marina  
 David Aronoff  
 Beck's Lakeside Market  
 Francis Donaldson  
 McDonald/Livingston  
 Lisa Donaldson  
 Yellow Outdoors  
 Jean Birdwell  
 Dan's Fish Repair  
 Billy Smith A/L Representative But Garden  
 Wal-Mart, Cookeville, TN  
 Square Shop + Shop  
 Tom's Tire  
 Wal-Mart, Tompkinsville, KY  
 Dale Hollow - 3-Stop  
 Clay's Bedford Bait Co.  
 Clay County Sharpe  
 Billy "Tealietie" Smith  
 Dale Hollow Marina  
 Dale Reagan  
 Overton County News  
 IGA Foodliner, Tompkinsville, KY  
 Brenda Brauning  
 Holly Creek Resort  
 Clay County Rescue Squad  
 Dale Hollow Horizon

Friends of Dale Hollow  
 Pusisbar Jigs  
 Edward Brown  
 Laura Smith  
 Wal-Mart, Algood, TN  
 3-Stop BBQ  
 Colton Lumber  
 James White  
 Portey Shuko  
 Saw-A-Lot  
 Bank of Celina  
 Jerry's ISA  
 Don Moore (TWRA)  
 Pat Miller (TWRA)  
 Big Lots  
 Raco's Inc.  
 Scott's Bestways  
 Horse Creek Resort  
 Charlia Kay  
 David Young (TWRA)  
 Bill Donaldson  
 Ted Tucher  
 Cedar Hill Marina  
 Citizen-Shutesman  
 Jacks Quick Shop  
 C-2 Services  
 Travis Oil  
 Johnny Rich

### Volunteers:

Bob's Mountain  
 Teresa Neron  
 Carolyn Currie  
 Shirley Jones  
 Leigh Shaul  
 Dolores Rich  
 Baba Brant  
 Odell Braswell  
 Genie Smith  
 Aaron Neal



# Monetary Contributions

Monetary contributions will be deposited into account 96R8862 of the U.S. Treasury according to the requirements outlined in ER 37-1-30, Chapter 5. Checks should be made out to FAO, USAED, (*Insert District name here*).

- CEFMS – Contributions are handled like a customer order with advance use. A work item is set up in P2 citing the appropriation the funds would be captured under when completing the advance account, allowing the District Resource Management Office (RMO) to fund the transaction in their database.
- The Project Budget Analyst will need to communicate with the District RMO, Budget (RM-B) to determine the correct appropriation intended for use to fund the work.
- Once deposited, these funds will become available to the Project and will only be used for the general work activities listed in the Contributions plan.

\*\* Note: A contribution does not give a partner special/exclusive use of the facility or project donated.



# Deposits, Forms, Reports



- Engineering Report 3313 (remittance register) should be used to deposit or transmit collections to the disbursing officer when funds reach or exceed \$5,000. Deposits shall be made by Thursday of each week, regardless of the amount accumulated. *(Reference ER 37-1-30 Ch 5)*
- A monthly report may be maintained at the District Office and coordinated through District staff in RM.

Print Form
E-mail

<b>US ARMY CORPS OF ENGINEERS REMITTANCE REGISTER</b> <small>For use of this form, see ER 37-1-30; the proponent agency is CERM-F.</small>		1. DATE PREPARED (YYYYMMDD)		2. CONTROL NUMBER (Number Consecutively)			
		3. PREPARING ELEMENT			4. INVITATION NUMBER (where applicable)		
5. ITEM OR BID NUMBER	a. RECEIVED FROM <small>(Name of Remitter or Bidder)</small>	b. TYPE OF REMITTANCE <small>(mark X Applicable Column)</small>				c. REMITTANCE NUMBER	d. AMOUNT
		(1) CH	(2) MO	(3) DFT	(4) CASH		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



# Accountability of Non-monetary Contributions



- All non-monetary contributions must be recorded, accounted for and managed in the same way as other Corps property.
- Prior coordination with Logistics Management should occur before contributed personal property is accepted.
- For record-keeping purposes, the value of the donated materials and equipment should be determined using the local market value of comparable items.





# Potential Projects

General: Contributions will be utilized to accomplish tasks or projects for the protection, improvement, restoration, rehabilitation or interpretation of natural resources, environmental features, recreation areas and facilities or cultural resources at the Project.



Donation of nesting boxes from an Eagle Scout

## River Safety

A journey on the river is exciting and fun; please follow these simple guidelines to ensure that your trip is a safe one.

**Always wear a PFD (lifejacket) while on the water, no matter what the activity is.**

**Cold water can kill, dress appropriately. Smith River temperatures can range from 45 -70 degrees F.**

- Never float or paddle over low-head dams, avoid fallen trees and other in-stream obstructions.
- Do not stand up in a canoe or kayak, and avoid weight shifts that may cause capsizes.
- Never go boating or tubing while under the influence of alcohol or drugs.
- Carry a supply of food and water adequate for your trip length.
- Avoid weather or water conditions beyond your skill level.
- Learn rescue skills necessary to assist others.
- Plan for emergencies, carry basic first aid.
- Learn more about your route in advance.
- Inform others of your trip plan.

The four major causes of drownings are:

- ✓ Not wearing a life jacket;
- ✓ Abuse of alcohol;
- ✓ Lack of sufficient swimming skills;
- ✓ Hypothermia

WEAR YOUR LIFE JACKET!





Power Generation

The Smith River is a "tail-race" river from Philpott Lake to Martinsville. Water levels can change rapidly during power generation. The Army Corps of Engineers generates during peak demand hours from Philpott Dam. Know the generation schedule by calling: (276) 629-2432

River Etiquette

Obey all rules and regulations. Respect private property. Be considerate of others. Give fisherman a wide berth. Avoid taking disposable containers; take it in, take it out. Please do not litter. Do your part to keep the river clean. So the next person can have the same experience.

DRBA River Safety sign placed at launch sites along the Smith River



# Typical Tasks Identified in Project OMPs Acceptable for Contributions

Enhancement of lake aesthetics  
and recreation facilities

Vegetation plantings in recreation areas  
Removal of invasive species  
Repairs/upgrades to facilities  
Drift and debris removal  
Signs and marker installation  
Accessibility improvements

Interpretive and Water Safety  
Programs

Outreach materials  
Interpretive signage  
Life jackets and other safety equipment  
Advertising/Marketing  
Special events

Environmental Stewardship

Forest management  
Wildlife management  
Level 1 and 2 inventories  
Habitat studies  
Trail development  
Develop/enhance GIS database



# Use of Contributions



- Contributions will not be used to begin construction or other projects or programs, unless there are sufficient appropriated and donated funds in hand to ensure completion of the work to a degree that has independent utility.
- Donated funds may, however, be used to advance project design work.
- Research projects, books, mapping, exhibits, films and all other projects funded with contributions must receive the same reviews and approvals as do projects that use only appropriated funds.
- All facilities and work accomplished become the property of the Corps.





# Contributions/Donations To Avoid

- May not be accepted under the Contributions authority: Real Estate (land) i.e. An adjacent landowner wants to donate some land to your Project Office to create a wildlife sanctuary to be managed by USACE
- Contributions from an entity which holds or is seeking a concessions contract
- Anti-Deficiency Act - The Corps can not expend funds in advance of the funds being donated. In other words, the Corps cannot spend money it does not have.
- Contributions may not be used to fund permanent employee positions but may be used to complete design work and reviews by permanent employees.



# Corps Contribution Boxes



- A contribution or donation box may be set up at field offices, visitor centers and other appropriate locations.
- The contribution box should be locked and have a sign stating the use of the contributions (can be specific or general).
- It should be clear to the visitor that any money collected is a voluntary contribution and is not required for touring the visitor center, receiving brochures or pamphlets or any other services.
- Funds are accounted for like all other donations or collected funds.



# Example Outline to Deposit Contributed Funds



1. Create debtor/sponsor in CEFMS (RM)
2. Set up advance account and cost share (RM)
3. Work item from P2 for each AMSCO Project Code (OP)
4. Collections to advance account (Authorized Recreation Fee Collector )
5. Confirmed deposit (UFC)
6. Email to Budget staff who creates register and fund account for cost share work item.
7. Money available to expend.

May vary in each MSC, contact your Resource Management Office.

Deposits must occur once the fund exceeds \$5,000

Funds received from Corps donation boxes must be accounted for in the same manner as any other donation.



# Partner Contribution Boxes



- The Corps may allow the placement of an authorized fundraising partner's donation box within the Corps project facility through a written agreement. Such donation boxes may recognize the role of a Corps partner in maintaining the box under its agreement with the Corps.
- Any examples at your projects?



Bonneville Visitor Center



Raystown Visitor Center



Bonneville Visitor Center



Mark Twain Lake FOREST Council and Rend Lake College Contribution boxes at recreation areas and visitor center





# SUPPORT YOUR PARK



All donations support the preservation, educational, and interpretive efforts of Grand Teton National Park. Grand Teton Association is a non-profit organization.



Tap into your visitor's competitive nature....  
States, universities, sports teams, etc.





# Recreation.gov Donations



Donation button added to R1S in June 2022. Allows user to donate money directly to the project they are making their reservation

The screenshot shows the Recreation.gov shopping cart interface. The cart contains one item: "E01, ELEC ( STANDARD ELECTRIC )" for \$100.00. The order summary shows a total cost of \$100.00. A red circle highlights a button labeled "Give Back to the Places You Visit (or Love)" located at the bottom of the cart area. The button is a blue rectangle with white text.

The modal window is titled "Give Back to Places You Visit (or Love)" and contains the following text:

**Make a Donation to Support a U.S. Army Corps of Engineers Recreation Area**

Visitors generously give every day through their tax dollars to sustain public lands' health, diversity, and productivity.

As a government agency, the U.S. Army Corps of Engineers (USACE) does not actively solicit donations but is authorized to accept them when voluntarily offered.

With Recreation.gov, visitors who willingly want to support their public lands have the option to donate money to a specific USACE recreation area.

These donations have no impact on your Recreation.gov reservation and will directly fund the chosen recreation site to support programs and their overall mission.

**Donate directly to:**  
Whitney Lake

**Donation Amount:**  
\$1 \$5 \$10 \$15 \$20 Other

I accept the terms and conditions.

**Make Donation**

[Terms & Conditions](#)



# Principles for Partner Recognition



- Letters/certificates of appreciation, news releases, public events, signs, displays, plaques, can be used to recognize accomplishments
- Recognition should be within the context or program benefiting from the partnership



- Recognition will avoid any suggestion of commercialization, advertising or endorsement of a product, service or organization
- Monetary or cash award cannot be offered



Season's Greetings Volunteers, Partners, and Donors:

As this exciting year ends, our Park Ranger staff here at The Dalles Dam would like to tell you about the programs we were able to do this year thanks to your participation and generosity.

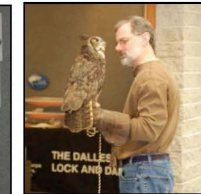
In 2012 your involvement allowed us to:

- Host a *Take A Warrior Fishing* event that let several local veterans get out on the Columbia River and enjoy the day relaxing by fishing with their families. This was a great way to show our appreciation to these honorable soldiers.
- Host a Family Fishing Clinic at Spearfish Lake that coincided with National Get Outdoors Day. Your donations aided us by supplying staff support, fish, bait, poles and prizes!
- Host our second annual The Dalles Dam Eagle Watch. Thanks to your efforts in providing staff support and programming, it was a success.
- Conduct our third annual 6<sup>th</sup> grade Water Safety Poster Contest. Your donations and support continue to keep our youth active in learning how to be safe around water.
- Restore native vegetation and remove invasive species at Spearfish Lake and other public areas.
- Promote public safety and beautify our public lands by removing litter and debris and through trimming trees.
- Promote public safety through the donation and installation of several new Life Jacket Loaner kiosks in our parks.
- Promote public education of Corps missions through donations of interpretive materials.
- Participate in The City of The Dalles Children's Fair teaching water safety techniques to families.
- Makeover the Historic Seufert Rose Garden through removal of weeds, laying new landscape fabric, pruning and mulching.

Thank you for assisting us by offering your support and contributions. Looking ahead in 2013, our resolution is to continue promoting health and wellness through recreational opportunities, water safety education and to encouraging environmental stewardship through public outreach events. We hope you will join us again in 2013 to make that happen! It has been a great year. Thank you and happy holidays!

Sincerely,

Amber Tilton, Park Ranger  
US Army Corps of Engineers  
The Dalles Lock and Dam  
Volunteer Partnership Coordinator  
Office # (541)-506-7818



# More Principles for Partner Recognition

- All physical forms of onsite recognition should be tasteful and non-obtrusive
- Onsite recognition associated with provision of services should be posted in close proximity
- Commercial slogans and taglines may not appear under any circumstances.  
“Just Do It.” “I’m lovin’ it” “Eat Mor Chikin!”)





## Patoka Lake Tailwater Recreation Area



Partnership between:

- Indiana Division of Fish & Wildlife
- Indiana Department of Natural Resources
- USACE
- Funded by US Fish & Wildlife Service



ASPHALT  
CONTRACTORS  
INCORPORATED  
Mableton, GA



THIS PROJECT  
MADE POSSIBLE BY



US Army Corps  
of Engineers





# Signs at Mark Twain Lake





# Ways to Recognize Partners

- By associating with your partners and recognizing their contributions you are reinforcing the tie that they have with your organization and mission.
- Public recognition for the work performed by your partners from District Commander or media.





# Mark Twain Lake Partner Spotlight

Each year, the U.S. Army Corps of Engineers partners with thousands of individuals and organizations on recreation and environmental projects to enhance our nation's natural resources. At Mark Twain Lake, we are proud of our broad range of partners and eagerly seek to expand mutually beneficial relationships with others.



Come in for a ride on the Joanna Trail Project.



A view of the NEMO Club Open House, located on the shore of Mark Twain Lake, where visitors can enjoy the lake's scenic views.



Part of the volunteer cleanup of the Mark Twain Lake, Mo. area.

## Awards for Service

The NEMO River Valley Chapter, Back Country Horseman of Missouri were awarded the 2015 Coalition for Recreational Trails Award for the Joanna Trail Project.



The NEMO River Valley Chapter, Back Country Horseman of Missouri, received a Commander's Award of Appreciation in 2014.

Longtime volunteer Bob Kendrick received the national Enduring Service Volunteer Award in 2013 for his dedication to Mark Twain Lake resources, events and special opportunities. The award was presented by the Corps Foundation and Base Pro.



## Friends Groups

The Mark Twain Lake Friends of Recreation and Environmental Stewardship Council, regionally known as the FORISE Council and the Mark Twain Lake Visitor and Educational Resource Center Committee are organized friends groups that partner with the Corps to promote environmental stewardship, recreation, tourism and provide educational programs and events at the lake and the region.



## Handshake Partnerships

The Handshake Program offers a source of seed money to Corps installations for partnership projects to initiate, grow, or enhance existing recreation and natural resources management opportunities. This funding is intended to encourage local organizations to partner with the Corps to construct, operate, and/or maintain local partnership projects. Mark Twain Lake has received 5 Handshake grants for development of the Frank Russell Hunt Shelter, barrier-free fishing access at the Pond, Equestrian Camping Sites, Indian Creek Trail development and construction of an Archery Range.

## Volunteers and Partners



Each year several hundred volunteers and partners at Mark Twain Lake provide over 10,000 hours of service and contributions valued at \$250,000.00. Volunteers provide gate attendant and visitor center desk coverage, perform minor maintenance, landscape upkeep, trail maintenance, resource management tasks, special event support, and educational programs.





# Incentives for Partners



- Free day use
- Free special events
- Free camping
- Lead a special hike
- Special use of a “premium” area of the park. (wilderness access)







# Excellence in Partnerships Award

- The Corps has established an annual award intended to recognize outstanding contributions by a partner to the Corps recreation and environmental stewardship programs. This award is co-sponsored by the Corps Foundation.
- The Excellence in Partnerships Award is presented to the partner in conjunction with the Spring PAC team meeting.



- Divisions, districts and projects should be constantly on the lookout for outstanding examples to nominate each year.
- Headquarters solicits nominations during the latter part of each year.



# Awards from your Cooperating Association

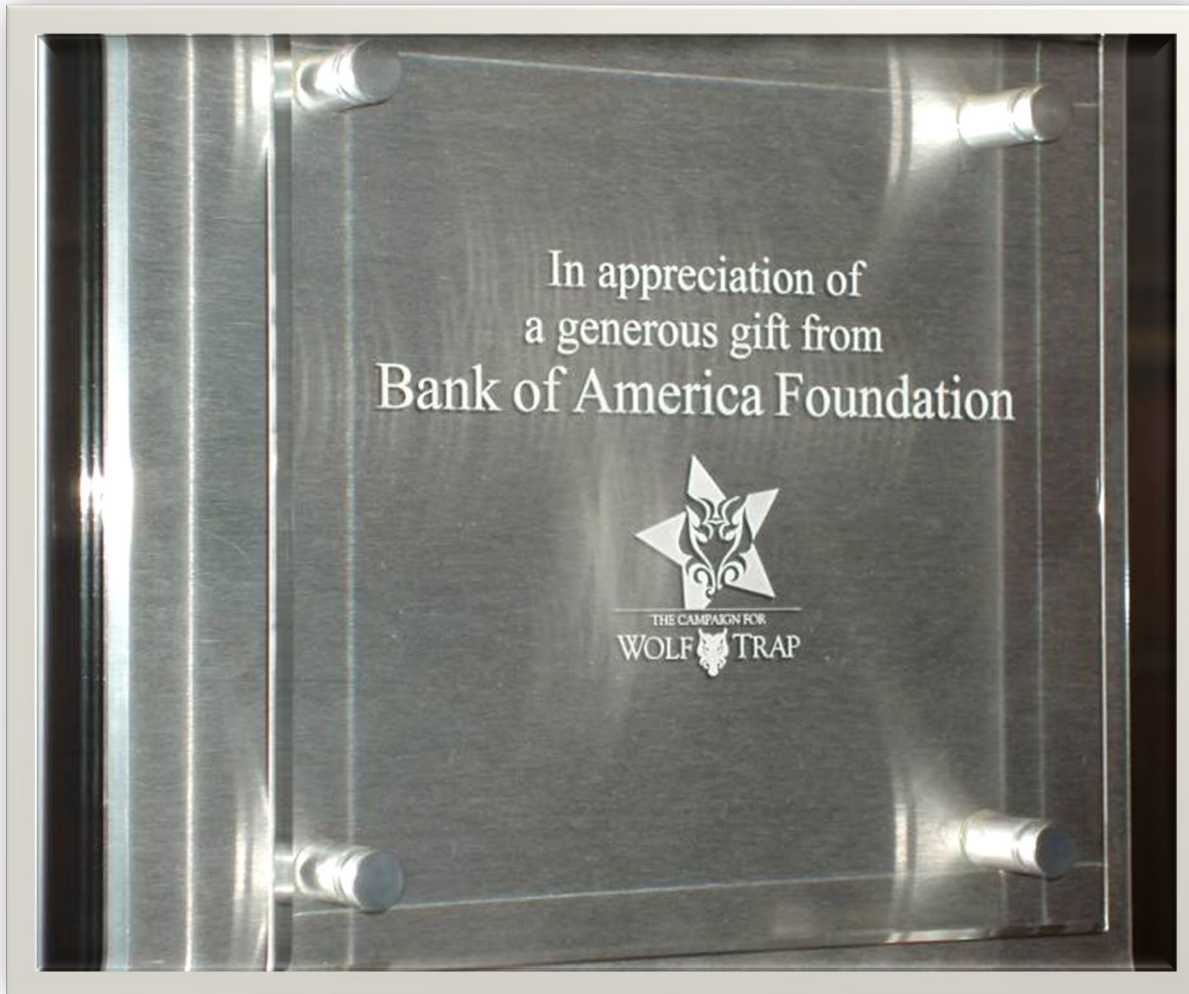
- Not limited to the same restrictions that exist for government recognition.
- Gifts can be given by your 501(c)
- Awards given by your friends group to other partners can take many forms ranging from small gifts to lavish banquets.





# Donation Plaques

For contributions valued at \$XX (TBD by manager) or more, a plaque or other appropriate sign may be purchased and placed on the project site to recognize the donation.





# Donor Boards Or Walls

For contributions valued at \$XX (TBD by manager) or above, a donor board or wall located and integrated into the project office, visitor center, or other appropriate visitor facility may be used to recognize the donation.



Donor board at the Tamástslíkt Cultural Institute, Pendleton, Oregon



Donor tree at W Kerr Scott



# The Copper Leaf Sculpture

The copper sculpture above honors the individuals and organizations that work together to support land and water management activities at Mark Twain Lake. We salute our partners and volunteers for helping to promote and conserve our wonderful natural resources.

*Visit the front desk to find out how you, your family, or your organization can get your own account.*

# Current Partners and Volunteers

at Mark Twain Lake

The copper leaf sculpture honors the individuals and organizations that work together to support land and water management activities at Mark Twain Lake. Partners and volunteers increase awareness and preservation of the environmental, cultural, and historical resources that are part of the 55,000-acre land and water project. We salute our partners and volunteers for helping to promote and conserve these wonderful natural resources.

Mark Twain Lake Park and Recreation Department

Mark Twain Lake Park and Recreation Department



## General Mills

More than 80 percent of General Mills employees volunteer and many have chosen Mark Twain Lake as the place to volunteer. Their volunteerism and contribution is the essential ingredient required for the Environmental Education Day event. The same employees' donations brought the Vietnam Traveling Wall That Leads to the Lake.

## BoatUS Foundation

The BoatUS Foundation for Boating Safety, Clean Water makes it easier for boating families to stay safe with its national life jacket loaner program. BoatUS provided its jackets for the Mark Twain Lake life jacket loaner stations installed at the John Spaulding beach and ramp and Ray Behrens boat ramp.



# Donor Boards or Walls Guidelines

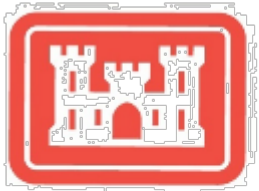
- These boards or walls should utilize a format that allows recognition of donors by the placement of name plates or other markers that can be added and removed with relative ease.
- Names of corporate or business donors will appear in the same fashion as all other names.
- Corporate name scripts and logos will not be used on donor boards and walls.
- Donor boards and walls, either electronic or traditional, should be integrated into the design of the facilities.





# Partner Logos and the Corps Communication Mark

- The logo of a donor(s) may appear in conjunction with a credit line. The Corps Communication Mark may also appear on jointly produced products or interpretive materials.



**US Army Corps  
of Engineers®**

- The Communication Mark has been registered with the US Patent and Trademark Office. The ® symbol is to be displayed with the Mark only when reproducing printed promotional material that is intended for public usage and can not be used in a manner that appears to imply endorsement of the organization, company or product.
- Advertising and marketing slogans and taglines may not appear in conjunction with a credit line or the Communication Mark.



# Knowledge Check- Principles Of Donor Recognition



Which of the following ways of recognizing a partner is not authorized?

1. Certificate of appreciation
2. Donor Plaque displayed in the VC
3. Ribbon cutting ceremony with the media and District Commander
4. Monetary award
5. Special hike in an otherwise off-limits area in the park.



# Contributions Exercise

## Can we accept it?





## SCENARIO 1:

Bridgestone wants to donate a new picnic shelter on Corps Fee Land, and name it "The Bridgestone Picnic Shelter" Can we accept this?

What if they want to donate a picnic shelter, but need priority reservations for the area for team building activities? Can we accept this?

### Yes or No?

## No

No if the naming is a condition of the donation.

No, donors can't demand special use of areas beyond the access that a member of the general public would have. Otherwise, the donation of a picnic shelter is acceptable.



## SCENARIO 2:

A local kayak retailer wants to donate used life jackets to your local project office. Can you accept the PFDs and use them on the life jacket loaner boards at your project?

**Yes or No?**

**Yes**, but you'll want to make sure the life jackets are in good used condition



## SCENARIO 3:

- A local plant nursery wants to donate 100 trees to be planted in your day use area.
- The area could really use shade trees and you know there are no funds to purchase trees this year.
- You don't have a project or district level contributions plan in place.
- The owner of the nursery is a distant relative of an adjacent landowner who recently was cited by USACE park rangers for cutting down trees on USACE fee land for a "better view" of the lake.

Is this acceptable?

**Yes or No?**

**Maybe.** Would want to have a discussion with Office of Counsel AND work to get a Contributions Plan in place.



## SCENARIO 4:

Your lake's volunteer trail's group wants to apply for an REI grant for \$90,000 of fitness equipment for a fitness trail. The OPM coordinates with their district Logistics and RM offices. All agree that USACE can accept and install this equipment. To recognize the partners, at the bottom of the instructional signs for each station, a message states: "Fitness Stations were provided by a partnership with" followed by the USACE castle logo and the REI logo.

Is this an acceptable contribution?

**Yes or No?**

**Yes**



## SCENARIO 5:

On-Board Boating Company has contacted your lake to discuss the planning of a wake boarding competition. They offer to donate “Wear Your Life Jacket” signs to place at public boat ramps. Public boat ramps at the lake already have signage reminding boaters to wear a life jacket, so the partnerships coordinator asks if they would be willing to donate “No Wake Zone” buoys to place in areas with severe shoreline erosion problems instead. The “No Wake Zone” buoys are listed in the project’s contribution plan, and would have a total cost of less than \$1,000.

Is this an acceptable contribution?  
**Yes or No?**

Not through contributions authority, but Yes, if done through a special use permit and the donations are accepted in lieu of the permit fees, as permissible in-kind services



## SCENARIO 6:

- Your lake's Cooperating Association applied for a Health Initiative Grant.
- The Grantor requested a letter from the OPM stating that if the \$2,500 grant is awarded for a new bicycle repair rack that cooperating association is authorized to place the repair rack at a Corps trailhead.
- The OPM drafted the letter for the Grantor as requested and was notified that the cooperating association was awarded the grant.
- Upon notification, the OPM contacted RM, Real Estate and Logistic Management to ensure acceptance process was followed and that the bicycle rack repair station could be added to Real Property.

Was this an acceptable contribution?

**Yes or No?**

**Yes**



## SCENARIO 7:

- A local organization holds a large mountain bike race on your trail system each fall.
- They would like to make a donation to your project for trail maintenance to offset budget shortfalls.
- The chapter president shows up with a check for \$1000 made payable to your district.
- Can you accept it and use it for trail supplies? What if they buy \$1000 of crushed stone and have it delivered to your project?

**Yes or No?**

**Yes**, but it would be much easier to accept materials than \$\$





## SCENARIO 8:

- A local fishing club has partnered with the local beer distributor to provide water safety related posters and materials to be posted at your project during their tournaments throughout the summer.
- The water safety message has been approved by your office locally and at the district level, however, the distributor has received funding from one of the "big" breweries and is requiring to post their logo on the poster.

Can you accept the donation of these water safety posters?

## Yes or No?

**No**, can't accept donations from alcohol related companies or products. Also need to consider the appearance of the message.



## SCENARIO 9:

There is a Kids Fishing Day coming up this weekend and volunteers will be taking the participants out on the water to learn to fish. The Marina would like to donate the use of 5 pontoon boats for the event. Can we accept this contribution?

### Yes or No?

**No**, we cannot accept contributions from a prohibited source. In this case, the marina has a real estate lease with the Corps, therefore conducting activities regulated by the Corps and requiring official action from the Corps.



# Recap Questions

TRUE or FALSE?

The Project can set up a monetary contribution box in the Visitor Center or Office.

**True**, funds received from Corps donation boxes must be accounted for in the same manner as any other donation as defined in USACE Accounting Policy and Procedures for Civil Works.



# Recap Questions

What factors must a manager consider before accepting, utilizing or recognizing direct contributions?

- The donation is not, or does not appear to be an attempt to influence any significant Corps decision or action that would affect the donor's interests, or obtain special treatment in dealing with the Corps.
- The donation and any conditions or restrictions on it are consistent with, law, regulation, Corps policy, authorized project purposes or applicable project plans.
- The donation will not be used by the donor to state or imply Corps endorsement of the donor or the donor's product, service or enterprise.



# Recap Questions

TRUE or FALSE?

The Corps can accept a donation of land under the Contributions Authority.

**False**



# Recap Questions

Who must approve a Contribution over \$2,500, but less than \$100,000?

The **park manager** or **operations project manager** must perform a thorough Internet search to determine whether publicly available information exists that raises concerns about the propriety of acceptance.



# Recap Questions

What document is necessary to accept a large amount of money at your lake for a new playground?

**A project or district Contributions Plan**