



## Town of Dryden Recreation Department Policy for Community Partnerships



The Town of Dryden Recreation Department welcomes partnership opportunities that enhance the ability to deliver recreation services that are consistent with and appropriate to our mission. The following principles are based on the premise that in certain circumstances, the department may wish to partner with other not for profit community entities. These partnerships can be in the form of financial or in-kind support. In these cases, these guidelines will be followed to meet the town's accountability standards, avoid conflicts of interest, and guard our organizational and professional values.

### **Partnership Considerations:**

- Why does this organization want to work with Dryden Recreation?
- Does this organization share and/or enhance our mission and values?
- Will this expand our current program/event offerings to the Dryden community?
- Will the relationship maintain our organization's standards for objectivity, independence, integrity, credibility, social responsibility and accountability?
- What role will Dryden Recreation serve?
- How will the success of this program/event be assessed?

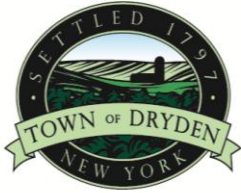
### **To request partnership, an organization must:**

- Must be a not-for-profit organization within the Town of Dryden.
- Partnerships requests will be considered for, but not limited to the following reasons:
  - Programming
  - Events
  - Park or facility use
  - Grant Applications
- Partnership requests must be submitted in writing to the recreation director.
- Requests must be presented & submitted at least 60 days before the program/event will occur.

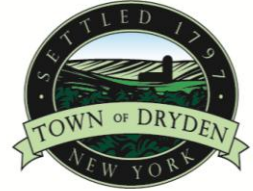
### **Partnership Requirements:**

- If applicable, submit annual report to the recreation department.
- Partnership must be displayed on program/event materials with town logo.
- If applicable, submit voucher requests for funding within 30 days of the event/program.

Partnerships will be reviewed to ensure that they remain consistent with department policies and mission. Partnerships can be ended at any time with a written 30 day notice from the town.



**Town of Dryden Recreation Department**  
**93 East Main Street- Dryden, NY 13053**  
**(607) 844-8888 x4**



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**Dryden Lake Festival**  
**Po Box 91**  
**Dryden, NY 13053**

**January 19, 2016**

The Town of Dryden Recreation Department has reviewed your request for sponsorship for the Dryden Lake Festival which was presented on January 12<sup>th</sup>, 2016. The Town agrees to sponsor your organization for the purpose of grant submissions/awards, and free use of the Dryden Lake Park on July 23<sup>rd</sup>, 2016. This sponsorship is supported based on the conditions listed below:

1. The project is compatible or consistent with the Town of Dryden Recreation Department's mission.
2. You, as the "Sponsored Organization", are responsible for notifying the town before submitting grant applications listing the Town of Dryden as a sponsor. You will also provide the recreation director with a copy of grant documents such as application, guidelines, and award letter upon grant award.
3. The Town, if applicable, is responsible for monitoring and controlling the expenditure of grant funds in keeping with the purpose of the grant. You, as the "Sponsored Organization", are responsible for complying with the terms of the grant.
4. The Town may visit and monitor sponsored programs. You, as the "Sponsored Organization", will submit an annual report to the recreation director within 30 days of the completion of your program or event.
5. You, as the "Sponsored Organization", will acknowledge this partnership on all supported project printed materials, to include: posters, e-mails, website, mailings, press releases, etc.

This partnership has formally been approved a resolution agreeing to be a sponsor for the sponsored non-profit organization, and has authorized the execution of this letter. This sponsorship can be ended at any time per the decision of the Town of Dryden.

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Town of Dryden Supervisor

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Chair of "Sponsored Organization"

cc: Chair of "Sponsored Organization"

October 15, 2015