


Document No. CCGC-PP03		Cañon City Geology Club Policies and Procedures	Version 1 Effective 3/1/2018
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Policy and Procedure

For

Donations, Storage and Equipment Use

Purpose: To insure that donated materials are appropriate to the goals of the club, safe, can be maintained and adequately stored.

Authority: The Bylaws of the Cañon City Geology Club (hereinafter "Bylaws"), Articles of Incorporation, and Colorado law.

1. Scope: this policy shall apply to any and all donations to the Canon City Geology Club.
2. Procedure:

Donations:

- A. In the event of a party wishing to donate rocks/collections/equipment to the CCGC, the following shall occur:
 1. A designated committee, consisting of at least one board member, a person deemed knowledgeable on fossils, minerals/gemstones or equipment, as appropriate, and a person familiar with existing storage space will view the proposed donation.
 2. If this committee determines the collection or parts thereof, to be of a quality desired by the CCGC, and that we currently have storage space for it, they will have the donor complete the attached donation form.
 3. The designated committee member will transport the donation to the storage area, photograph and label the components, have the person who owns the storage building sign for the collection/equipment. (Subset of form attached)
 4. A tally of the entire CCGC collection will be maintained by the board treasurer for tax purposes, and copies sent by her/him to the secretary and the historian.
- B. **Disposal of donated materials:**
 1. Disposal of any donated material requires Board action for approval.
 2. Recipients of donated items must be CCGC members.
 3. Auctions must be open to all members

4. Auctions shall be conducted at regularly scheduled meetings. These may be silent or verbal.
 5. Small items may be offered as “grab bags” and recorded as donations to the club.
 6. Due to limitations on some member’s use of technology: auctions, grab bags and other disposal methods will be conducted at meetings.
 7. In the event of CCGC disbanding, all donations will be disposed of per standards as described in the bylaws.
- C. **Policies** regarding donations, storage and disposal shall be made available to the membership upon request. They will be published on the website, and incorporated into the bylaws.

D. Storage and Use/Loan of donations

1. Storage of donated materials will be on CCGC member’s property or board paid storage only.
2. Access to the collection shall be permitted to the board members as needed and with mutual agreement by the parties.
3. Storage shall insure the collection is maintained in good quality and condition. Costs incurred for this will be paid by the CCGC.
4. Equipment will not be loaned out due to liability concerns.
5. Rock/fossil samples may be taken out on loan with board approval and completion of attached form.
6. Storage transfer will be done only with board approval prior to the move. The CCGC board president shall know where the collection(s) reside at all times.
7. Storage costs, should a rental unit be required, will be paid by CCGC.
8. Any agreement for storage with other organizations, agencies, schools, etc. shall be approved by the CCGC

Canon City Geology Club

Donation Form

Date of donation _____

Donor: _____

(In honor of) _____

Consisting of:

(Continued on back as needed)

I hereby relinquish all above designated materials/supplies/equipment to the Canon City Geology Club to be used for as they so deem appropriate, including disposal of items as fundraisers for the club.

Signature _____ Date _____

Witness (board member) _____ Date _____

The above noted donation was transported for storage to (name and address of CCGC member):

Photos of collection were taken by: _____

And given to: _____ Date: _____

Signed: _____

**Canon City Geology Club
Equipment Loan Form**

Date: _____

Agency requesting loan: _____

Materials taken from
collection: _____

Materials shall be returned on this date, or before:

Contact information:

Lender (CCGC Board member) _____ phone # _____

Email address _____

Borrower: _____ representing (agency)

Borrower Phone # _____ email _____

Agency phone # _____ email _____

Physical address where materials will be stored/displayed

Movement of materials from this address requires notification of CCGC member.

I hereby attest that the above noted materials were received from the Canon City Geology Club and will be used for exhibit purposes only. These materials will be returned in the condition they were received. Any damages incurred will be compensated by the borrower, or a suitable replacement given to the club. Suitability is to be determined by the CCGC board or designee.

Signature of borrower: _____ date: _____

Signature of CCGC board member: _____ date: _____