



Fairlington Villages,  
A Condominium Association

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**Donation Guidelines**  
Effective January 1, 2017

Principle and Intent

**Intent**

Fairlington Villages has been offered donations for many of the Association's community activities. The Association is appreciative for all of the donations it has received as the donations have allowed for budgetary savings for the Association and its residents. With the continued generosity of residents and businesses alike, the Association has determined there is a need to develop guidelines for the acceptance of donations for transparency and impartiality. Acceptance of a donation does not constitute an endorsement of the contributing enterprise or a commitment by Fairlington Villages to do business with or provide preferable treatment to a donor. Below are the guidelines for the acceptance of donations to the Association:

**4<sup>th</sup> of July Parade and Holiday Party**

**The Association holds an annual 4<sup>th</sup> of July Parade and Holiday Party. It is common practice for the Management Staff to solicit and receive contributions from Association vendors toward these events. These contributions are usually in the form of monetary contributions toward the purchase of the food and beverages and contributions toward the raffle door prizes to attendees of the Holiday Party. The 4<sup>th</sup> of July Parade and Holiday Party are not subject to the below listed guidelines for the acceptance of donations.**

**Procedures**

- 1) Management will notify current vendors/donors about donation policies/changes and ask them to check the Newsletter for upcoming events. Donors can also be added to the volunteer list so they are aware of the events. A calendar of events for the year can be provided by Management upon request.**
- 2) The Activities Committee will run a standalone donation notice in the Newsletter twice a year or quarterly soliciting donors. Persons and/or parties that are interested in donating will be encouraged to contact the Management Office or email the Activities Committee at [activities@fairlingtonvillages.com](mailto:activities@fairlingtonvillages.com).**
- 3) Interested persons and/or parties will need to contact the Activities Committee regarding their donation offer at least two to four weeks prior to the event. The Activities Committee will not solicit individual donors. For some events, specialty items must be ordered earlier.**

## **Policies**

- 1) Cash donations for overall events may be accepted after discussion with the Management Office and Activities Committee.
- 2) Donors may sign up for multiple events during a 6-month period, as long as there are no competing offers.
- 3) If competing offers for the same item are received, the Activities Committee will encourage co-donations or select the first donor, but offer the second donor the next event.
- 4) Otherwise, donations are accepted on a first-come, first-served basis. The Activities Committee will inform the donor of the quantity needed. If the donor is not able to donate the entire amount required for the event, the difference will be purchased by the Association unless another donor agrees to donate the remaining quantity required for the event.