



Albany County Fire District #1

4387 North 3rd Street, Laramie, WY 82072



Standard Operating Guideline #

25A-101

Rev #

2

Department Donations

Approval of Albany County Fire District #1 Board

Effective Date

1/01/2026

Signature and Date of Fire Board Chair

Scope: This SOG pertains to ALL personnel on ALL Departments within Albany County Fire District #1.

Purpose: To ensure that all donations are tracked and accounted for to protect District assets and constituent interests.

Guideline:

1. Cash Donations

- a. Fund Raising and Monetary Donations shall be handled through a membership affiliation group (called "Auxiliary" for the remainder of this document) associated with each individual department within District 1.
- b. When a monetary donation is requested from the Auxiliary by a department of more than \$600.00, the donation must be presented to the ACFD1 Board for approval to accept the donation on behalf of the requesting department. If approved, the donation shall be deposited and accounted for in the individual department's checking account.
- c. If the cash donation is for the purchase of needed equipment, the department shall present a PA, if over \$600.00, to the Operations Chief or the ACFD1 Board depending on the amount of the PA. If the PA request is approved, the equipment may be purchased.
 - i. If the equipment is purchased by the Auxiliary and the amount is over \$600.00, the equipment shall be presented to the ACFD1 Board as a donation to the district as being utilized by the individual department.
 - ii. If the individual department is purchasing the equipment, see (1)(b) of this document.

2. Equipment, Real Property, or Monetary Donations

- a. Any equipment or real property that is required to be registered, insured, and used in any way by the individual department is donated to an individual department or directly to ACFD1, the equipment, real property, or monetary donation over \$600.00 shall be presented to the ACFD1 Board and be voted on to accept the donation. If the ACFD1 Board accepts the donation, the equipment, real property, or monetary donation shall then be considered the property of ACFD1.
 - i. If the donation is accepted by the ACFD1 Board, a receipt of donation shall be provided to the person or entity that made the donation.
 - ii. Any equipment or real property owned by an entity, auxiliary, individual, or any one other than a department or the district, may not be, at any time, identified, labeled or used as department or ACFD1 property.

3. Radio Equipment

- a. Any two-way communication equipment that is donated either directly or by monetary funds shall be immediately be considered ACFD1 property and shall be inventoried and tracked by the individual department receiving the donation.

4. Abandoned Property

- a. In the event that equipment or real property is left behind at any of the District properties and reasonable measures have been taken to notify the owner of the equipment or real property has been left behind, after one (1) year, the equipment or real property shall be considered abandoned and become the property of ACFD1.