

Incentive and Prize Policy

Purpose

To provide direction for the purchase of incentives to be used for districtwide program prizes and for staff service recognition.

Scope

This policy applies to all Timberland Regional Library (TRL) employees, trustees, volunteers and patrons.

Policy

Staff members, Trustees and volunteers are not permitted to accept personal gifts of substantial value. Small gifts, such as food, may be accepted if they are provided for the enjoyment of all individuals.

The Executive Director or their designee may issue service awards to employees or volunteers in recognition for years of service or exemplary performance. Awards may include but are not limited to gift cards or small items such as awards, plaques, certificates and promotional items.

All prizes or incentives purchased with public funds must meet the test of 'public purpose'. TRL may purchase and distribute promotional items of nominal value as incentives to foster participation in district-sponsored programming or training events. These promotional items will be provided to all participants and may be purchased with public funds.

Items that are perceived to have substantial value, such as those used for raffles and contests, must be purchased with unrestricted donor funds from the Gift Fund. Public Funds may not be used for these purposes. TRL staff and Trustees shall not be eligible to win such prizes, regardless of their involvement in the programming event in which the raffle or contest is being held.

Definitions

Public Purpose: A purpose that is intended to serve and benefit the public at large

Substantial Value: Items that have a value that is greater than fifty (\$50) dollars, as outlined in RCW 42.52.150

Background

TRL sponsored programming is integral to the Mission, Vision and Values of the organization. The distribution of incentives within these guidelines may encourage participation in and reward completion of programs offered.

References

None

Citations

RCW 42.52.150

Effective 6/25/2025

Review Date 6/1/2026

Policy Number: 058

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.