

	Travis County Emergency Service District 4 District Policies & Procedures	
	A. 105- Awards, Recognitions and Honorariums	Effective date: April 2019

Purpose

To establish the District’s policy and procedures regarding the creation and utilization of a program for Awards, Recognitions and Honorariums.

Background

The District seeks to build and maintain responsive, positive, community relations. In doing so, we will develop relationships with community leaders, local contributors and invested stakeholders.

Occasionally, the District will further wish to publicly honor or recognize these contributions. Examples have been retirement receptions, service plaques, fire helmets or flowers presented during a community event or ceremony. These tokens of our appreciation are widely appreciated and are thus a practice the District wishes to formalize through policy.

Policy

The District will allocate \$1,000 in the annual operating budget toward the purchase of awards and honorariums. Multiple items may be presented (for example, flowers and a letter of appreciation), however, no single occasion should exceed \$250 dollars.

Procedure

- A) Suggestions for an honorarium or award may be forwarded by a resident, a staff member or a Board member. A brief description of the actions / services being recognized should be included, as well as, a suggested item or gift.
- B) Approval by the Board is required.
- C) After approval, the staff will be directed to make the purchase or the Board member may make the purchase and seek reimbursement.