

Community Service Credits Program

Introduction

The City of Lathrup Village recognizes the contributions of individuals and organizations which benefit the people of Lathrup Village. The Community Service Credit Program provides an opportunity to record those contributions.

Lathrup Village's municipal building and parks are frequently rented by community service organizations for meetings and events. In the past, there have not been set policies directing building rentals for individuals and groups, such as community service organizations, who are directly benefiting the City. The Community Service Credit Program seeks to create a process by which the contributions of individuals and organizations can be assigned a monetary value and applied to building rentals.

Who can earn Community Service Credits?

Any individual (resident or non-resident), organization or business.

How many Community Service Credits can be earned?

A maximum of \$1,000 in Community Service Credits can be earned per year per individual or for-profit business. There is no maximum on the amount of Community Service Credits a non-profit organization, community club or community service organization can earn per year.

How can Community Service Credits be earned?

The list of available projects and their Community Service Credits below are examples. Individuals or groups may submit other projects for consideration to the Recreation Coordinator. Projects must be approved in advance to use credits towards facility rentals.

Monetary Donations

Direct monetary donations to the Parks & Recreation department will be credited dollar for dollar. Examples: money donated to purchase park signage, complete landscaping projects, provide scholarships or make building improvements

Supplies

New or gently used supplies donated to the Parks & Recreation department, based on a list of needed items, will be credited dollar for dollar according to the approximated value of the item. Examples: yard waste bags, gloves, plants, office supplies, bottled water, snacks

Volunteer Hours

Hours donated to assist with Parks & Recreation department events and projects will be credited at a rate of \$10 per hour per individual. Exceptions may be made for professional services. Examples: park cleanups, passing out flyers, assisting at events, serving on Recreation Advisory Board, curating monthly showcase in the lobby. Professional Services examples: landscaping, skilled trades and general contracting, event planning, consulting.

Sponsorships

Sponsorship dollars will be credited at a rate of \$0.50 per dollar since the sponsor has also benefited from marketing and promotion. Examples: presenting sponsorship such as Michigan First Credit Union Summer in the Village, specific aspects such as “with bounce house sponsored by Target”.

Can Community Service Credits be transferred?

Credits can be transferred from an individual to an organization or business of which they are a member. **Individuals must give their expressed consent to transfer credits.** Credits cannot be transferred between individuals.

How can Community Service Credits be applied to facility rentals?

Groups or individuals may apply community service credits to all or a portion of their total rental fee, except for setup/clean up fees. To use Community Service Credits, one should complete the rental application and indicate they will be applying Community Service Credits. There is a form to complete to apply credits.

Are there any fees Community Service Credits do not cover?

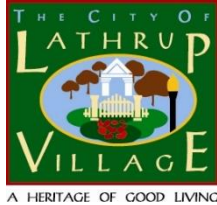
Community Service Credits cannot be used to cover room setup/clean up fees. Renters are still responsible for the actual cost of damages and/or cleaning as a result of their facility usage.

How do I know how many credits I have?

The Recreation Coordinator will maintain a record of earned credits, easily accessible upon inquiry.

Do the credits expire?

Credits expire after two years of non-use.



City of Lathrup Village

Community Service Credits Project Proposal Form

Applicant Name _____

Applicant Phone Number or Email _____

Will these credits be applied to an organization? If so, what organization?

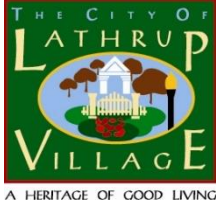
Please describe the community service credit project proposed.

Approved? Yes No

Credits to be awarded _____

Signature Recreation Coordinator

Date



City of Lathrup Village

Request to use Community Service Credits for Rental

Date of Event _____

Room/Facility _____

Rental Balance _____

Credit Holder*	Credits Available	Credits to be Used	Credits Remaining
Total	-		-

*Credit Holder must be the event host unless the credits are being applied to a group or business of which the holder is a member. Individuals must provide their expressed consent for transfer of their credits to any organization or business of which they are a member.

Credits to be Applied to Rental Balance _____

Balance after Application of Credits _____

Signature Recreation Coordinator or Rental Assistant

Date