

Town Committee and Civic Organization Reporting Policy Statement Purpose

The Town of Chebeague Island maintains several committees, both standing and *ad hoc*, many with operating budgets to support their respective charges. The Town also supports several non-profit civic organizations and recognizes the contributions from other, non-Town funded, civic organizations. It is necessary to document the activities of these committees and civic organizations, past and future, and to receive any requests for funding as a part of the annual budgeting process.

2. Definitions

Town Committee — Any committee created by the Town, either as a standing committee or as an *ad hoc* committee, with a particular purpose or assignment. Examples include, but are not limited to, Shellfish Conservation, Cemetery, Broadband, Coastal Waters, and Tick-borne Disease.

Civic Organizations — Any non-profit civic organization including, but not limited to, Recompense Fund, Chebeague and Cumberland Land Trust, Chebeague Island Community Association, Maine Islands Coalition, Chebeague Island Council, Historical Society, Ladies Club, Library, Recreation Center, Transportation Company, United Methodist Church, Golf Club, Tennis Club, and Island Commons Resource Center.

Town Funded — Committees or civic organizations receiving financial support from the Town as a part of the established Town budgeting process.

3. Enactment

This policy is enacted upon a majority vote of the Board of Selectmen and may be amended or repealed from time to time by the Selectmen or by Town Meeting.

4. Policy

By March 1st of each year, Town committees and civic organizations seeking funding from the Town must:

- a. Submit a report detailing the current fiscal year's activities suitable for inclusion in the Town of Chebeague Island's Annual Report
- b. Submit anticipated plans for the upcoming year which, at the committee's or organization's option, may or may not be included in the Town's Annual Report
- c. Submit a budget request detailing on-going and new projects and activities.
- d. Town committees should refer to the Committee Guidelines Policy Statement for guidance related to requests for spending town funds. Funding raised for civic

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organizations is typically disbursed semi-annually unless a memorandum of understanding documents a different arrangement.

- e. A civic organization requesting funds from the town must enter into an agreement, contact or MOU with the town that identifies the expected use of the funds and any additional reports required.

By March 1st of each year, Town committees not seeking funding from the Town must submit a report detailing the current fiscal year's activities suitable for inclusion in the Town of Chebeague Island's Annual Report. The inclusion of anticipated plans is optional.

By March 1st of each year, civic organizations not seeking funding from the Town are encouraged to submit a report detailing the current fiscal year's activities suitable for inclusion in the Town of Chebeague Island's Annual Report. The inclusion of anticipated plans is optional.

5. Adoption and Revision History

Adopted on _____ YES _____ NO _____ Attested: