

		Description	Available use for Council Members? Y/ N	Limits?	Requests from Outside Organizations? Y/ N	Conditions? Y/N
Communication Efforts						
	Newsletters	Design, printing, mailing expenses				
	Postcards	Design, printing, mailing expenses				
	Other types of mass mailings	Sending magnets or packets of info, letters to 25 or more recipients.				
	Flyers	Design, printing, distribution				
	Printing of Informational Material	Sharing print outs, info-sheets, copies of office communications when 25 or more pieces are needed.				
	Promotional Material	Signs, magnets, stickers, t-shirts, pins, "SWAG" items ordered in larger quantities of low per-item cost with the Council logo printed on them. Items are typically distributed to community members at events and / or to generate engagement/participation.				
	Advertising	Ads or articles in publications, social media, etc.				
Events & Gatherings						
	District Meetings	Invitation to all district residents, rental costs, refreshments, etc.				
	Social, Fun Events	Organized/hosted by the Council Member, rental costs, notifications, refreshments, entertainment. The event should be free & open to the public.				
	Rental Costs / Booth reservation	Booth or tabling space at another event when the Council Member or staff will attend to represent.				
	Small Group meetings	Refreshments or meal costs at city events, networking, meetings with constituents.				

General Questions						
	Process for outside requests					
	Requests should be in writing?					
	Contributions will be on a reimbursement basis?					
	Documentation is needed (receipts, invoice, etc.)?					
	The City Logo and Council Member name should be used on materials, noticed as a sponsor?					
	Time should be given to the Council Member to address the crowd/gathering?					
	Donated items should include basic event costs, such as: refreshments, rentals, etc. ?					
	The event should be free and open to the public and encourage community building?					
	The event should be consistent with City or Council Member priorities?					
	Coordination with other City funds					
	Does the Council want to explore combining a portion of District Communication Funds with other existing City funds for Community Councils / RCOs to use for mailings and events?					
	Regardless of the funding source, should there be an overall limit to the amount of funds available to each outside					
	Should the Council Office do more to ensure all RCOs are aware of the availability of funds so that there is equal access?					

Limits?

[illegible]

[illegible]