



Glenn County Historical Records Commission

Guidelines for Commemoration of Individuals Through Monetary Contributions for the “Preservation of Glenn County History” Project

Introduction

This project was created by the Historical Records Commission in memory of former member Gene Walker, for his dedication to the preservation and restoration of Glenn County history. Mr. Walker devoted many of his retired hours conducting research and inventory of various records of the County. The Commission created this project to raise funding that will allow the Commission’s efforts to continue to “foster and promote the preservation of historical records”, as stated in Resolution 85-71 adopted by the Board of Supervisors.

Purpose

The purpose of these guidelines is to establish criteria and standards for the Historical Records Commission for evaluating and approving requests for commemoration of individuals through monetary contributions or for a specific purpose or project, all for purposes of preserving Glenn County history.

Types of Requests

Monetary Donations

Donations made to the Commission may be used for any purpose the Commission deems appropriate, to better serve it’s citizens, if no specific project/purpose is requested.

Commemorative Donations for the Preservation/Restoration of County History

Donations made in Memory of an individual may be used towards the restoration/preservation of Glenn County history, upon referral by the Clerk of the Board or the Board of Supervisors.

Monetary Donation Options

A. Specific Purpose: Requestors may choose to make a monetary donation for a specific Commission project or preservation of a specific historic item determined by the Commission.

B. County Historic Preservation – Requestors may choose to donate a certain level of sponsorship in memory of an individual, whereby the donation would be used for preservation and/or restoration purposes as deemed appropriate by the Historical Records Commission. The individual would then be recognized by the placement of a plate or plaque, stating their name, identifying the records that were able to be restored and/or preserved if applicable, and the individual in which the donation was made in memory of.

Project Details

The Historical Records Commission may choose to preserve a specific item which would be determined by the Historical Records Commission, such as the framing of an important document, map, etc. This type of sponsorship would be identified by a plaque or plate affixed to or near the item recognizing that individual, and placed in the upstairs area of the Memorial Hall for public display.

A wall display case located at the Willows Memorial Hall near the Board of Supervisors Chambers, shall hold commemorative plates identifying individuals, and placed under a specific level of sponsorship.

If a donation is referred by the Board of Supervisors to the Historical Records Commission, it shall be placed into the Historical Records Commission Reserve Fund, where it will be used for the preservation or restoration purposes, as deemed appropriate by the Commission. The Commission shall reserve funds until the necessary amount has been saved for specific preservation projects.

Preservation/Restoration Donations (Levels of Sponsorship):

Level 1	Level 2	Level 3	Level 4	Level 5
\$1-499	\$500-999	\$1,000-2,499	\$2,500-4,999	\$5,000 and above

Donations Received by the Historical Records Commission

Recognition of donations made will be placed in a showcase on the 2nd floor of the Memorial Hall which will list the donator and for whom they are donating in memory of, under the appropriate Sponsorship Level, in the following manner:

1. Sponsorship Level 1 donations will list all donators made under this level with the amount donated.
2. Sponsorship Levels 2-4 will be placed on an **engraved plate**, with one of the appropriate messages stated in (4) below.
3. Sponsorship Levels 5 will be recognized through placement of an **engraved plaque** in or near the showcase, with one of the appropriate messages stated in (4) below.
4. Plates and Plaques may have one of the following printed messages as appropriate:
 - a. “(Contributor) helped to preserve Glenn County History in memory of (Individual)”;
 - b. “Contribution made in Memory of (Individual), by (Contributor); or
 - c. “Restored by (Contributor); or
 - d. “Donation made by (Contributor) in Memory of (Individual).

All monetary donations shall be placed on the Board of Supervisors agenda for acceptance, pursuant to Government Code Section 25355 and in accordance to Title 2.12 of the Glenn County Administrative Manual. If donations are requested to be referred to the Historical Records Commission, upon acceptance by the Board, funds will be placed in the Commissions Trust Fund until use is determined.

All contributors shall receive, at minimum, a letter from the Board of Supervisors recognizing their generous donation(s) made to Glenn County.

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