

 LEADERSHIP CORVALLIS	<i>Leadership Corvallis Board of Directors Policy</i> Donations & Sponsorship Policy		011
	APPROVED BY BOARD: 03/01/2018	REVIEWED BY BOARD: New Policy	STATUS: EFFECTIVE 03/01/18

1. POLICY

Leadership Corvallis is an all-volunteer 501(c)(3) nonprofit organization and as such gratefully accepts gifts from community organizations, individuals, and businesses. Monetary and in-kind donations are an important part of the Leadership Corvallis revenue stream. They help the organization maintain quality programming while keeping tuition affordable.

As an educational organization, Leadership Corvallis has a responsibility to present balanced and unbiased information. As a nonprofit, Leadership Corvallis is governed by the IRS regulations on what can be accepted from donors and sponsors and what it can do in return for those contributions.

To comply with its educational mandate and IRS regulations, Leadership Corvallis welcomes donations and sponsorships subject to the guidelines outlined in this policy.

2. DEFINITIONS

- 2.1 Donations.** For the purposes of this policy, donations are defined as any monetary or in-kind gift to Leadership Corvallis with no expectation of a measurable benefit to the donor. Generally these are desired goods or services and sometimes gifts of cash. Examples include but are not limited to: free use of venues, donated speaker or other professional services; providing class meals; financial donations; gifts of equipment; etc.
- 2.2 Sponsorships.** For the purposes of this policy, a sponsorship is a mutually beneficial exchange in which Leadership Corvallis receives monetary or in-kind donations and the sponsor receives a benefit such as acknowledgement for its sponsorship. Sponsorships are generally solicited for a specific project or event. Examples include but are not limited to: sponsoring an educational activity, meal, or day; a scholarship; an alumni event; a class service project; providing a professional service in exchange for tuition; etc.
- 2.3 Gift.** As used in this policy, “gift” may refer to either a donation or a sponsorship.

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3. RESPONSIBILITY

- 3.1 The Leadership Corvallis Board of Directors is ultimately accountable for the donations and sponsorship policy and strategy for solicitation.
- 3.2 **Confidentiality.** Leadership Corvallis will honor the wishes of donors and sponsors and will maintain the confidentiality of information learned about donors/sponsors or their assets.
- 3.3 **Professional Advice.** Leadership Corvallis does not provide legal or tax advice to donors/sponsors, nor does the organization endorse any legal or tax advisors. Donors/sponsors are responsible for acquiring advice from their own professional consultants in relationship to a gift to the organization.

4. ACCEPTANCE GUIDELINES

- 4.1 Any Leadership Corvallis Board Member may accept a donation on behalf of the Board, subject to this policy and the Board's right of refusal.
- 4.2 The Curriculum Committee is responsible for soliciting donations of class venues and speakers in line with the organization's mission. It would not be fiscally feasible for Leadership Corvallis to cover the costs for all class venues and speakers so, as a general rule, these are donated by the community.
 - 4.2.1 Requests to pay for class speaker or venue services must be approved by the Board of Directors even if such expenditures are within the Curriculum Committee's budget.
- 4.3 Sponsorships or donations will not be accepted from political campaigns or candidates.
- 4.4 Leadership Corvallis will only accept gifts that are unrestricted unless the Board of Directors has already set up, or votes to set up, a restricted fund.
- 4.5 Non-cash gifts (for example real estate, securities, etc.) will be considered on a case-by-case basis. The Board Treasurer will provide the Board with an assessment of the impact of the gift. Acceptance of the gift must be approved by a vote of the Board.
- 4.6 No gifts will be accepted which may generate costs or liabilities in excess of the benefit provided.

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4.7 Approval of a sponsorship agreement requires a vote of the Board.

4.8 The following questions will be used by the Leadership Corvallis Board of Directors to guide their decision making prior to accepting or refusing a gift:

- Would this association be a good fit with Leadership Corvallis’ mission?
- Does this gift conflict with our values or this policy?
- Does this gift suit our overall strategy and help us realize our objectives?
- By accepting this gift is there a real or perceived conflict of interest?

5. ENDORSEMENT RESTRICTION

Leadership Corvallis does not endorse – either explicitly or implicitly – any of its donors or sponsors, nor does it endorse their products, services, or ideas.

6. CONFLICT OF INTEREST

Leadership Corvallis retains full control of its work, program, and content. Sponsors and/or donors do not have authority over the operation or content of what they have donated or sponsored.

7. SOLICITATIONS

7.1 The Leadership Corvallis Board of Directors will develop a solicitation strategy to ensure that donors/sponsors approached are a good fit for the organization and that solicitations are made in a way that is fair, equitable and organized.

7.2 Leadership Corvallis will only solicit funds for its own organization. Leadership Corvallis will not solicit donations on behalf of groups that it is affiliated with or that are recipients of Leadership Corvallis class community service projects.

8. SPONSORSHIP AGREEMENTS

8.1 Leadership Corvallis will document all sponsorship agreements. A copy of the agreement will be retained by the Leadership Corvallis Board Secretary in the Board Packet.

8.2 Agreements must include the right for Leadership Corvallis to review and approve all communications in regard to the sponsorship. This includes, but is not limited to, acknowledgements, articles, and press releases about the sponsorship.

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9. ACKNOWLEDGEMENT

- 9.1** Leadership Corvallis appreciates the support of its donors and sponsors and will acknowledge their contributions. The Board Treasurer will be notified of all donations and/or sponsorships and will ensure the donor/sponsor is properly thanked.
- 9.2** Acknowledgement will meet IRS guidelines and will vary by the type of donation received or by the individual sponsorship agreement.
- 9.3** Acknowledgement of sponsors and donors will not create a real or perceived conflict of interest. No class days will be named in honor of a sponsor.