

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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| Charitable Donations Process | | SOP #: FIN.005.03 |
| Effective Date | 7/12/17 | |
| Last Revision/Review | 11/17/21, 4/28/23, 5/31/24 | |

1. Purpose

The Charitable Contributions Policy ensures that all Burrell College donations, sponsorships, company volunteer activities, and in-kind services are coordinated and aligned with our Burrell mission and vision; to maximize opportunity for Burrell visibility within our community; foster long-term business relationships; and are within our budget and resource limitations. This policy establishes a central point of contact for internal and external requests. All expenditures for charitable donations, sponsorships, fundraising events, recognition dinners, tee signs, golf tournaments, program booklet ads, and similar activities will be handled accordingly.

2. Related Policy/Authority

Policy B3030 Charitable Contributions

3. Faculty/Staff Responsibilities

Vice President of Administration/CFO is responsible to ensure that an overall structure of sound internal controls is implemented, GAAP is followed in all accounting, and that all external regulations and requirements for cash transactions are addressed in the control and reporting structure. The VP of Administration/CFO is responsible to periodically review the structure and implementation of disbursement controls.

The Controller is responsible for the implementation and oversight of these procedures.

4. Definitions/Abbreviations

None

5. Procedural Steps

- All incoming and outgoing requests for charitable contributions/sponsorships, in-kind services or support, and/or company volunteer support, or business courtesies will be approved by the President or Dean. Individual employees may not respond to requests from (or solicit from) individuals or organizations that have an actual or potential business relationship with BCOM.
- Incoming or outgoing requests for sponsorships, charitable donations, volunteers, in-kind services, gifts or give-aways, or business courtesies must be made in writing via the BCOM Donation Request form and forwarded to the President or Dean for review, and final disposition.

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The following **guidelines** will be used in reviewing requests for charitable contributions and sponsorships and company volunteer initiatives:

- Only 501(c)(3) nonprofit organizations or equivalent international organizations will be considered for charitable contribution sponsorships, volunteer support, or in-kind donations.
- All Burrell charitable contributions, sponsorships, and in-kind services will promote our business goals, create positive visibility, and demonstrate social responsibility.
- The major focus of our contributions will be on health-related causes and continuing osteopathic medical education. Contributions will be coordinated with employee volunteer activities when possible, to achieve maximum impact within budget guidelines. Burrell College will also consider requests to support social, community, civic, educational, diversity, and economic endeavors if these support our Burrell College mission and meet contribution guidelines and/or if Burrell College staff is involved in the governance of the organization.

The following **exclusions** apply:

- Burrell will not support organizations that discriminate on the basis of age, sex, race, religion, national origin, sexual orientation, or disability with respect to employment, volunteer participation, or the provision of services.
- Contributions will be made only to the qualifying nonprofit agency. Contributions will not be made to organizations conducting fundraising (third party giving) on behalf of nonprofit agencies.
- Requests from religious organizations for sectarian purposes will not be considered; however, a community program sponsored by a religious organization will be considered (e.g., food pantry).
- Generally, requests from local, regional, and/or school-based sports teams will not be considered. If a school is selected for a milestone event, Burrell may consider sponsorship of the event in support of the team effort.
- Generally, requests from individual elementary or secondary schools (public or private) will not be considered, unless the request is for a new and innovative program specifically designed to address health and wellness.
- Requests that solicit financial support for individuals, political candidates, and political campaigns, or entities that are not nonprofit organizations, will not be considered.
- Financial requests for capital campaigns will not be considered.

6. Reports/Charts/Forms/Attachments/Cross References

N/A

7. Maintenance

Office of the Controller; updated whenever an external reporting requirement is added or changed.

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8. Signature

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| Approved by | 5.31.2024 |
| VP Administration/CFO | Date |

9. Distribution List

Internal/External

10. Revision History

| Revision Date | Subsection # | Summary of Changes | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|--|---|---------------|
| 11.17.2021 | 5 | Changed BCOM to Burrell | | 11.17.2021 |
| 4.28.23 | | Correction of references and grammar/style | | 4.28.23 |
| 5.31.24 | | Change BCOM to Burrell College | | 6.4.2024 |