SECTION: Finances
TOPIC: Charitable Contributions
Approved: Signature on File

Policy: B3030
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POLICY

Any and all charitable contributions which include donations, sponsorships, company volunteer activities and in-kind services shall be coordinated and aligned with the Burrell College mission and vision, maximize opportunity for Burrell College visibility within our community, foster long-term business relationships, and are within our budget and resource limitations.

RESPONSIBLE OFFICIAL(S):

Controller and any employee specifically delegated oversight of the administration of this policy.

PROCEDURES:

1. All requests for charitable contributions, sponsorships, gifts, in-kind services or support, and/or company volunteer support, or business courtesies shall be made in writing via the College Donation Request form and shall be forwarded to the President for review and final approval.
2. Individual employees may not respond to requests on behalf of the institution.
3. The following **guidelines** shall be used in reviewing requests:
    a. Only 501(c)(3) nonprofit organizations or equivalent international organizations will be considered for charitable contribution sponsorships, volunteer support, or in-kind donations.
    b. All charitable contributions, sponsorships, and in-kind services will promote our mission, create positive visibility, and demonstrate social responsibility.
    c. The major focus of the College's contributions will be on health-care related causes and continuing medical education. Contributions will be coordinated with employee volunteer activities when possible, to achieve maximum impact within budget guidelines.
    d. The College will consider requests to support social, community, civic, educational, diversity and economic endeavors if they support the College mission, meet contribution guidelines, and/or if College staff is involved in the governance of the organization.
    e. The following exclusions shall apply:
        i. The College will not support organizations that discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age, disability, genetic information, religion, marital or veteran status.
        ii. Contributions will not be made to organizations conducting fundraising on behalf of non-profit agencies.
        iii. Requests from religious organizations for sectarian purposes will not be considered. However, requests from a community program sponsored by a religious organization may be considered (e.g. food pantry).
        iv. Generally, requests from local, regional, and/or school-based sports teams will not be considered. If a school is selected for a milestone event, the College may consider sponsorship of the event in support of the team effort.

v. Generally, requests from individual elementary or secondary schools (private or public) will not be considered unless the request specifically addresses health and wellness.
vi. Requests that solicit financial support for individuals, political candidates, political campaigns, and non-profit organizations that offer services in areas of political sensitivity, or entities that are for-profit organizations, will not be considered.
vii. Financial requests for capital campaigns will not be considered.

CROSS REFERENCE: