



Guideline 01 Criteria for Financial Contributions Amended March 26, 2021

Guideline Intent

This guideline establishes criteria the Fox Valley Chapter (FVC) will consider in making financial contributions to another organization. The guideline covers donations and sponsorships.

As a member-based, non-profit organization, there is a fiduciary responsibility to use FVC funds to further the FVC and professional goals providing value to its members, the FVC, and the profession. The following guidelines should be applied by the Board when determining if a financial donation or sponsorship is made on behalf of the FVC.

Definitions

Donation

A donation is a financial contribution to a nonprofit organization furthering its work and mission. Eligible organizations must be vetted and approved by the FVC Board.

Sponsorship

A sponsorship refers to financial support for a specific event held by another organization, generally itself a fundraiser, meeting the criteria established by the Board as reflected in the guideline. A sponsorship, in addition to meeting the criteria, should also provide the FVC with some reasonable recognition within the promotion of and/or during the event.

Sponsorship and Donation Criteria

1. Receiving entities should be non-profit organizations, and
2. Have a pre-existing relationship with the FVC such as a program or event partner or an organization with which the FVC is actively working toward building such a relationship, or
3. Which does not have a current on-going relationship, however, there is a desire by the FVC to develop a mutual relationship, and
4. Should have a mission aligning with and not contradictory to the mission of the FVC or ASIS International, and
5. Contributions for donations and sponsorships to a single recipient should not exceed \$500 in a calendar year, and
6. The total amount of donations and sponsorships, should not exceed 10% of the available operational funds of the FVC as of January 1 of the calendar year.



Sponsorship and Donation Process

1. FVC Members provide a list of proposed nonprofit organizations to the FVC Chairperson who shares them with the Nonprofit Partner Vetting Committee, which will undertake the following actions.
 - a. Review the nonprofits' rating status on [Charity Navigator](#).
 - i. Eligible nonprofit partners should have a passing Finance and Accountability score and a 70%/30% or better program to expense ratio.
 - b. If the nonprofit has no report on Charity Navigator the following actions should be taken.
 - i. Request the following from the nonprofit.
 1. Prior year financial report.
 2. Breakdown of program to expense items.
 3. Mission statement.
 - c. Confirm IRS status - (501)(c)(3) or similar.
 - d. Confirm no negative publicity.
 - e. Use subscription services to further vet nonprofit partners if available.
2. Nonprofit Vetting Committee will recommend applicable nonprofit partners to the FVC Board for consideration and possible approval.
3. FVC Board will publish those approved nonprofit organizations designated to be aligned with the FVC's goals.
4. Guest speakers will be provided the list of approved nonprofit organizations and asked to select one, which the FVC will provide a financial contribution aligning with the annual budgeted amount. This contribution represents a goodwill gesture to the guest speaker benefiting the selected nonprofit organization.
5. A member who wishes the FVC donate to or sponsor an event must present a proposal to the Board supporting the receiving nonprofit organization's relationship and alignment to the FVC. The proposal should include a statement outlining the benefit of the donation/sponsorship as well as the requested award.
6. Donation or sponsorship recommendations must be discussed by following the motion to support and the award amount. A majority vote of the Board is needed to approve both the recipient and award.
7. Eligible organizations will be reviewed and approved annually, and quarterly as they are received by FVC Members.

Conflict of Interest

Per IRS restrictions for 501(c)(6) tax-exempt status organizations, ASIS International Fox Valley Chapter is required to prevent any appearance of favoring private individuals or certain organizations with FVC funds. Therefore, all Chapter officers are required to sign



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a conflict of interest statement on an annual basis. Chapter officers or members with a conflict of interest relative to the potential beneficiary of a donation or sponsorship shall not be involved in the process of determining such award.

END