

TITLE: **FUND RAISING: SPONSORSHIPS**
(Relates to EL-1: General Executive Constraint)

EFFECTIVE DATE: February 1, 2001

REVISED:

PRACTICE:

To co-ordinate the promotional and philanthropic efforts of the college, all fund raising and sponsorship solicitation must be approved through the Director of Community Relations.

PROCEDURE:

1. Each committee/department within the College who is seeking sponsorship from the community must submit a list of potential individuals and businesses they wish to solicit to the Director of Community Relations. Included with this list is a description of the ask.
2. The Director of Community Relations will review the list and identify any conflicts of interest.

The originating committee/department will receive notification of approval/denial to begin solicitation.

Details of all confirmed sponsorships will be forwarded to the Enterprise & Community Relations office for entry into the database.

ACCOUNTABILITY: Vice President of Enterprise & Community Relations

RESPONSIBILITY: Director of Community Relations
Consultation for Review: Deans' Council, Service Council
Practice Review Date: Annually in July

Associated Standard Policy:
Associated Standard Practice: Recognition: Donations