

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Finance

BCOM Policy 5005

TOPIC: Charitable Contributions

Approval Date: 4/12/17

Effective Date: 4/12/17,
10/12/17

Approved: Signature on File
President

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PURPOSE

The Charitable Contributions Policy ensures that all BCOM donations, sponsorships, company volunteer activities, and in-kind services are coordinated and aligned with the BCOM mission and vision; to maximize opportunity for BCOM visibility within our community; foster long-term business relationships; and are within our budget and resource limitations.

SCOPE

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, etc. will be handled accordingly.

RESPONSIBLE OFFICIAL(S):

The Responsible Policy Official(s) for this policy include the Chief of Staff and Controller and any employee specifically delegated by these individuals to oversee the administration of the policy.

DEFINITIONS

Charitable is defined as it relates to our instruction, research, students and service mission.

POLICY

- 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 and Chief Academic 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 Academic Dean for review, and final disposition.

GUIDELINES

The following **guidelines** will be used in reviewing requests for charitable contributions and sponsorships and 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 BCOM charitable contributions, sponsorships, and in-kind services will promote our mission 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
- BCOM will also consider requests to support social, community, civic, educational, diversity, and economic endeavors if these support our BCOM mission and meet contribution guidelines and/or if BCOM staff is involved in the governance of the organization.

The following **exclusions** apply:

- BCOM will not support organizations that discriminate on the basis of age, sex, race, religion, national origin, sexual orientation, ethnicity, or disability with respect to employment, volunteer participation, or the provision of services.
- Contributions will be made only to the qualifying nonprofit entity. 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, BCOM 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, 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.
- Financial requests for capital campaigns will not be considered.