Operating Policy – Welcome Week Charitable Giving

# Purpose

## To outline parameters for the selection, application, and operation of charitable giving during Welcome Week (WW).

# Definitions

## Welcome Week Charity (WWC): The registered charity selected to receive charitable donations from all sanctioned charity-based WW events;

### To qualify as a WWC, the charity must:

#### Provide a beneficial service to the Greater Hamilton Community; and

#### Demonstrate a reasonable connection to the Greater Hamilton Community.

## Charitable Giving: Charitable monetary donations given to the WWC in connection with charity-based WW events;

## Welcome Week Charity Selection Committee: The body responsible for the selection of a WWC (henceforth known as the Committee):

### The members of the committee shall be:

#### The Maroons Charity Events Coordinator (as Chair);

#### The Welcome Week Faculty Coordinator (WWFC);

#### The MSU Campus Events Programming Coordinator.

### If a conflict of interest arises, a substitute representative selected by and from the Welcome Week Planning & Implementation Committee (WWPIC) shall take the place of any Committee members with whom the conflict exists.

# Application Procedures

## The Maroons Charity Events Coordinator(s) will create a charity application form to be approved by the Committee by January 31st of the year in which the WWC shall collect funds;

### Applications will be made publicly available to charity organizations through appropriate communication channels:

#### Applications will be accepted throughout a ten (10) day period;

#### Applications shall be reviewed by the Committee.

## All decisions made by the Committee regarding selection of the WWC are considered final and are not subject to appeal.

# Selection Procedures

## Once all applications have been submitted, each voting member shall vote using a ranked ballot for the top three (3) charities of their choice;

### The Committee shall then vote using a ranked ballot to select the WWC:

#### A charity shall be selected by the first school day immediately after McMaster University’s February Reading Week.

## The Committee may not select:

### Any of the previous five (5) WWCs;

### Any of the previous five (5) Charity Ball charities.

# Collection & Donation

## All funds raised for charitable giving from any WWC event as deemed appropriate by WWPIC, shall be exclusively donated to the WWC;

### Additional fundraising efforts hosted by Faculty Societies or Residence Life during WW must be approved by the Committee prior to any event activity taking place.

## Any funds raised for the WWC will be collected by the MSU Maroons by noon on the final day of WW to be counted and deposited.

### Any funds collected after this deadline shall:

#### Be excluded from any official reports on annual WWC objectives;

#### Require the host of said event to donate the funds to the WWC at their own accord.