



# Operating Policy – Welcome Week Charitable Giving

## 1. Purpose

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

## 2. Definitions

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

- 2.1.1. To qualify as a WWC, the charity must:

- 2.1.1.1. Provide a beneficial service to the Greater Hamilton Community; and
- 2.1.1.2. Demonstrate a reasonable connection to the Greater Hamilton Community.

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

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

- 2.3.1. The members of the committee shall be:

- 2.3.1.1. The Maroons Charity Events Coordinator (as Chair);
- 2.3.1.2. The Welcome Week Faculty Coordinator (WWFC);
- 2.3.1.3. The MSU Campus Events Programming Coordinator.

- 2.3.2. 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.

Approved 20K  
Revised 20N

### 3. Application Procedures

- 3.1. The Maroons Charity Events Coordinator(s) will create a charity application form to be approved by the Committee by January 31<sup>st</sup> of the year in which the WWC shall collect funds;
  - 3.1.1. Applications will be made publicly available to charity organizations through appropriate communication channels:
    - 3.1.1.1. Applications will be accepted throughout a ten (10) day period;
    - 3.1.1.2. Applications shall be reviewed by the Committee.
- 3.2. All decisions made by the Committee regarding selection of the WWC are considered final and are not subject to appeal.

### 4. Selection Procedures

- 4.1. Once all applications have been submitted, each voting member shall vote using a ranked ballot for the top three (3) charities of their choice;
  - 4.1.1. The Committee shall then vote using a ranked ballot to select the WWC:
    - 4.1.1.1. A charity shall be selected by the first school day immediately after McMaster University's February Reading Week.
- 4.2. The Committee may not select:
  - 4.2.1. Any of the previous five (5) WWCs;
  - 4.2.2. Any of the previous five (5) Charity Ball charities.

### 5. Collection & Donation

- 5.1. All funds raised for charitable giving from any WWC event as deemed appropriate by WWPIC, shall be exclusively donated to the WWC;
  - 5.1.1. 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.
- 5.2. 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.
  - 5.2.1. Any funds collected after this deadline shall:
    - 5.2.1.1. Be excluded from any official reports on annual WWC objectives;

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