



Operating Policy - Sponsorships and Donations

1. Purpose

- 1.1 To outline the procedure for approving donation, sponsorship, and community youth bursary requests.

2. Procedure

- 2.1 For all donation requests, members and/or groups must complete and MSU Donation Request Form in order to be eligible for review;
- 2.2 For all sponsorship requests, members and/or groups must complete an MSU Sponsorship Request Form in order to be eligible for review;
- 2.3 For all community youth bursary requests, youth and/or groups must complete an MSU Community Youth Bursary Request form in order to be eligible for review;
- 2.4 All sponsorship, donation, and community youth bursary requests shall be reviewed by the Sponsorships and Donations Committee, which shall make recommendations to the Executive Board for final approval.

3. Sponsorships and Donations Committee

- 3.1 The Sponsorships and Donations Committee will review sponsorship, donation, and community youth bursary request forms and make recommendations to the Executive Board for approval;
- 3.2 The committee will consist of the following:
 - 3.2.1 The Associate Vice-President (Finance), who shall be chair of the committee;
 - 3.2.2 The Vice-President (Finance);
 - 3.2.3 One (1) Executive Board member, elected by the Executive Board;
 - 3.2.4 One (1) SRA Member;
 - 3.2.5 One (1) MSU member, elected by the Executive Board;
 - 3.2.6 The Administrative Services Coordinator (non-voting);
 - 3.2.7 The Marketing and Communications Director (non-voting).
- 3.3 The committee shall:
 - 3.3.1 Be elected no later than May 31 of each year;

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- 3.3.2 Meet at least once during the summer and at least once per month during the academic year to discuss and review sponsorship, donation, and community youth bursary requests;
- 3.3.3 Compile all relevant information received in a summarized report with recommendations for the approval of the Executive Board;
 - 3.3.3.1 Quorum shall be at least one-half of the voting membership; decisions and recommendations of the Committee shall be made by a majority vote.
- 3.4 The Associate Vice-President (Finance), as committee chair, shall be responsible for:
 - 3.4.1 Contacting the organizations seeking sponsorship or donations with the results of the Executive Board's decision;
 - 3.4.2 Posting the MSU Sponsorships and Donation Request Form on the MSU website by May 31 and for publicizing the availability of funds for sponsorships and donations in September;
 - 3.4.3 Setting a meeting schedule for the summer and at the beginning of each academic term;
 - 3.4.4 Drafting monthly reports to the Executive Board summarizing the committee's sponsorship and donation recommendations;
 - 3.4.5 Submitting sponsorship and donation decisions to the MSU Accounting Department for processing.

4. Monetary Donations

- 4.1 A financial contribution with no reciprocal benefit shall be considered a donation;
- 4.2 Donations shall be awarded on the following priority:
 - 4.2.1 Individual MSU members shall be eligible to receive up to \$250 per fiscal year;
 - 4.2.2 Non-MSU members from with the McMaster community shall be eligible to receive up to \$100 per fiscal year.;
 - 4.2.3 There will be a limit of \$750 for MSU members applying from the same organization, and \$300 for non-MSU members within the McMaster Community per fiscal year;
 - 4.2.4 Donation requests must be received before the date of the event/conference;
 - 4.2.5 In order to be considered applications must be unique and individual;
 - 4.2.6 Exceptions:
 - 4.2.6.1 MSU Clubs shall not be eligible for donations but may apply for funding through the club's department;
 - 4.2.6.2 Applicants shall not be eligible to receive donations for any short-term volunteering trips that:

- 4.2.6.2.1 Limits opportunities or work that could be pursued by local community members;
- 4.2.6.2.2 Allows students to work in settings which they are unfamiliar with the local context;
- 4.2.6.2.3 Allows students to engage in tasks they are inadequately trained to perform;

4.2.6.3 Applicants shall not be eligible to receive donations for anything pertaining to graded course subjects.

4.2.7 All donations must be recommended to, and approved by, the Executive Board.

5. Sponsorships

- 5.1 Any contribution that pays for or assists with the costs of an event in return for advertising and promotions of the MSU shall be considered a sponsorship;
- 5.2 All sponsorships must be recommended to, and approved by, the Executive Board;
 - 5.2.1 Sponsorships request must be received at least two weeks before the date of the event/conference;
- 5.3 Approved sponsorships shall be managed by the Marketing and Communications Director.

6. Community Youth Bursary

- 6.1 This fund aims to prioritize fostering leadership among marginalized Youth within the Hamilton community;
 - 6.1.1 Youth shall be defined as any individual under the age of 19;
- 6.2 This fund shall provide financial contributions to Youth wishing to attend a conference and/or event;
- 6.3 Contributions shall be awarded on the following priority:
 - 6.3.1 Youth shall be eligible to receive up to \$250 per fiscal year;
 - 6.3.2 There will be a limit of \$1,000 for youth applying to the same conference/event;
 - 6.3.3 Contribution requests must be received before the date of the event/conference;
 - 6.3.4 In order to be considered application requests must be unique and individual;
 - 6.3.5 Exceptions:

6.3.5.1 MSU members shall be ineligible to apply for the Community Youth Bursary but they may apply for an MSU Donation.

7. Non-Monetary/Other Donations

- 7.1 The donation of MSU full-time employees' time must be approved by the Board of Directors;
- 7.2 The donation of MSU part-time employees' time must be approved by the Executive Board.