

ASIS – International, Greater Milwaukee Chapter

Guideline 01

Criteria for Financial Contributions

Effective Date: 7/14/2020

Guideline Intent:

The purpose of this guideline is to establish the criteria under which the Chapter will consider making a financial contribution to another organization. The guideline covers sponsorships and donations as defined below.

As a member-based, non-profit organization, there is a fiduciary responsibility to use Chapter funds in furtherance of Chapter and professional goals in a manner that brings value to members, the Chapter and the profession. The following guidelines should be applied by the Board when determining if a financial commitment on behalf of the Chapter, either a sponsorship or a donation, is to be made.

Definitions:

Sponsorship

A sponsorship will generally refer to financial support for a specific event being held by another organization, generally itself a fundraiser, which meets the criteria established by the Board as reflected in the guideline. A sponsorship, in addition to meeting the criteria, should also provide the Chapter with some reasonable recognition within the promotion of and/or during the event.

Donation

A donation will generally refer to financial contribution for general support of a cause or work furthering the mission of the organization to which it is being donated, which meets the criteria established by the Board as reflected in the guideline.

Sponsorship and Donation Criteria

1. Receiving entities should be non-profit or not-for-profit organizations, and
2. Receiving organizations should have a pre-existing relationship with the Chapter such as a program or event partner or should be an organization with which the Chapter is actively working toward building such a relationship, or
3. Receiving organizations which do not have a current on-going relationship, nor is there the desire to develop an ongoing relationship, but who has provided assistance to the Chapter, and
4. Receiving organizations should have a mission that ideally aligns with and definitely is not contradictory to the mission of the Chapter or ASIS International, and
5. Generally, contributions for donations and sponsorships to a single recipient should not exceed \$500 in a calendar year unless it supports an internal cause of ASIS International such as the Foundation which would generally be limited to \$1,000 annually, and
6. The total amount of donations and sponsorships, exclusive of those designated internally to ASIS, should not exceed 10% of the available operational funds of the Chapter as of January 1 of the calendar year.

Sponsorship and Donation Process

1. Any member who wishes for the Chapter to donate to or sponsor an event must present documentation to the Board during a regular Board meeting that supports the receiving organization's relationship and alignment to ASIS and the Chapter. The member should prepare a statement outlining the benefit of the donation/sponsorship as well as the requested dollar amount.
2. Donation or sponsorship recommendations must be discussed by following the motion to support and the dollar amount. A vote of two thirds of the voting members in attendance is needed to approve both the recipient and dollar amount.
3. The amount of the annual Chapter donation to the ASIS Foundation should be brought to the Board by the Board Foundation Representative or in their absence, by the Vice Chair, by motion to donate an amount less than

\$1,000 by the March meeting of the Board. The presentation to The Foundation during the annual GSX should be made by the Board Foundation Representative, or in their absence, by another Board member or member in good standing who is attending, as designated by the Chapter Chair.

Conflict of Interest

Per IRS restrictions for 501(c)6 tax-exempt status organizations, ASIS Milwaukee is required to prevent any appearance of favoring private individuals or certain organizations with Chapter assets. Therefore, all Chapter officers are required to sign a conflict of interest statement on an annual basis. Chapter officers or members with a conflict of interest relative to the potential beneficiary of a donation or sponsorship shall not be involved in the process of determining such award.

Final 7/8/20