

## **1. INTRODUCTION**

- 1.1 The North Central Texas Trauma Regional Advisory Council (NCTTRAC) actively pursues donations and sponsorships that advance our goals and mission. Donations and sponsorships are important sources of funding and NCTTRAC welcomes cooperation with individuals, corporations and private businesses in the pursuit of shared values. However, the integrity of NCTTRAC's policies, programs and actions must not be compromised as a result of such donations.
- 1.2 The NCTTRAC Board of Directors (Board) has adopted the following policy to clarify the conditions under which NCTTRAC accepts donations, to provide the underlying principles for soliciting donations and to identify situations for which Board approval is required prior to acceptance of a donation.

## **2. IMPLEMENTATION**

- 2.1 This policy will be used to guide and manage the fundraising activities of NCTTRAC.
- 2.2 NCTTRAC staff will work with the Comptroller in advance of soliciting donations, when appropriate, to ensure that the intent of this policy is carried out.
  - 2.2.1 The Comptroller is directed to evaluate donations for consistency with this policy.
  - 2.2.2 Donations that are not consistent with the policy will be either declined or presented to the Executive Director for recommendation to the Board for an exception to the policy.
- 2.3 The Board is to be informed on a monthly basis of the type and dollar amount of donations made to NCTTRAC.

## **3. POLICY**

### **3.1 Donations – General**

- 3.1.1 Acceptance of Donations – NCTTRAC gratefully accepts monetary or in-kind donations under the following conditions:
  - 3.1.1.1 The donation is wholly consistent, in fact and appearance, with the activities, policies, mission, goals, and/or programs of NCTTRAC.
  - 3.1.1.2 The donation is not linked to a requirement that NCTTRAC endorse any products, policies, or services.
- 3.1.2 Limitations
  - 3.1.2.1 NCTTRAC will accept any donation that clearly corresponds to an existing element of the NCTTRAC strategic plan.
  - 3.1.2.2 Where a donor wishes to make a contribution and the restrictions do not correspond to an existing element of the strategic plan, the Board must approve the project and restrictions.
  - 3.1.2.3 If the project and restrictions are not approved by the Board NCTTRAC must decline to accept the donation.
  - 3.1.2.4 NCTTRAC reserves the right to decline to accept donations from donors that operate in ways or advocate policies that are inconsistent with NCTTRAC objectives.
  - 3.1.2.5 NCTTRAC will seek to limit the number of permanently restricted donations by encouraging donors to give to unrestricted funds or to existing restricted accounts.
  - 3.1.2.6 The final determination to accept or decline a donation rests with the NCTTRAC Board.
- 3.1.3 Acknowledgement – NCTTRAC will provide recognition to donors by formal letter as well as by including donor information in NCTTRAC publications.

- 3.1.4 Disclosure
  - 3.1.4.1 NCTTRAC will provide a copy of this policy and the Organization's Mission and Vision Statement to any corporation, business, organization, or individual upon request.
  - 3.1.4.2 NCTTRAC will post this policy on the NCTTRAC website.
- 3.2 Corporate and Business Donations – In addition to the policies described under *above*, the following also apply to corporate or business donations.
  - 3.2.1 Eligibility
    - 3.2.1.1 NCTTRAC gratefully accepts monetary or in-kind donations from any corporation or business.
    - 3.2.1.2 Donations must not include conditions or requirements that negatively affect the integrity, or the appearance of the integrity, of the activities, policies, mission, goals, or programs of NCTTRAC.
  - 3.2.2 Board Approval – Board approval is required for corporate or business donations that exceed \$5,000 in cash or value.
  - 3.2.3 Conflict of Interest
    - 3.2.3.1 To avoid potential conflicts of interest, board members that have a financial interest in a business or corporation shall recuse themselves from the vote to accept a donation from that business or corporation.
    - 3.2.3.2 Ownership of stock through a diversified mutual fund does not require recusal.
  - 3.2.4 Acknowledgement
    - 3.2.4.1 Corporate and business donors will be acknowledged in a method comparable to that of individual donors.
    - 3.2.4.2 Recognition of a corporate donation on a product specific basis (e.g., acknowledgement of the donation of printing services or costs for a publication) is allowed, but the size and style of the recognition must not dominate the product, and the recognition must be compatible with the purposes of the product.