

# **NAIT ACADEMIC STAFF ASSOCIATION POLICIES**

## **POLICY 1 – Donations, Fundraising and Sponsorship Allocation**

### **1. Purpose**

- 1.1 NASA supports staff, community and student initiatives through monetary donations, fundraising activities and provision of product/promotional giveaways. This document serves as a guideline for various donation requests and solicitations that are presented to the Association from time to time.
- 1.2 All donations on behalf of the Association are subject to budgetary constraints.

### **2. Donations – Bereavement**

- 2.1 Monetary donations in the amount of \$75.00 will be made to registered charities to acknowledge the death of a current NASA member.
- 2.2 Upon being informed of the death of a NASA member the Executive Officer shall issue a letter and cheque to the applicable charity identifying the member and the member's family.

### **3. Donations – Promotional Items**

- 3.1 Requests for donations of promotional items are to be made in writing to the ANSA Office and should include a description of the activity for which the items are to be used. The request should also identify the number of academic members that will be involved or how the event will benefit the Association, Institution or community.
- 3.2 Provision of promotional items up to but not exceeding a value of \$100 shall be at the discretion of the Executive Officer. Provision of promotional items exceeding a value of \$100 must be approved by the Communications Committee.

### **4. Fundraising and Sponsorship**

- 4.1 The Association recognizes the importance of participating in fundraising/sponsorship programs indorsed by NAIT Administration.
- 4.2 Fundraising and sponsorship should clearly provide a chance for the Association to be acknowledged or recognized for its contribution.
- 4.3 Activities shall be reviewed on an individual basis by the Communications Committee or Executive.