

	<p style="text-align: right;"><b>MARC AGENCY POLICY: ACCEPTANCE OF CONTRIBUTIONS BY PRIVATE COMPANIES AND INDIVIDUALS</b></p> <p style="text-align: right;">Policy No: 5</p>
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## **ACCEPTANCE OF CONTRIBUTIONS BY PRIVATE COMPANIES AND INDIVIDUALS**

### **PURPOSE**

MARC receives donations from companies and individuals for many of the agency’s programs and services. The private contributions supplement public funds and are a way for MARC to provide greater services or to cover costs not eligible to be reimbursed by public, often federal funds. MARC does not want to discourage such private contributions but wants to ensure that there is no benefit derived by the contributor other than a charitable tax donation and good will in making the donation.

### **1. Acceptance of Charitable Donations**

MARC may accept charitable donations from private companies and individuals to support specific programs and services under the following conditions:

- When MARC makes a broad solicitation to a number of companies for a specific purpose or event, such as a conference sponsorship or telecommunication appreciation event where no one firm receives preferential publicity about their contribution and competitors are able to contribute.
- When the company or individual makes a general contribution to the organization or to a broad program and allows MARC management to determine how the donation will be utilized.
- When the company or individual making the donation is not responding to any open solicitation for MARC business at the time in which the donation is offered or at the time that the public recognition of the donation is expected.

### **2. Acceptance Not Allowed**

MARC should not accept charitable contributions from private companies or individuals when:

- The company or individual is involved as a bidder to MARC for any goods or services such that acceptance of a donation could be viewed by those outside the organization as a way to gain favor by MARC in determining vendor selection.
- When the company or individual making the contribution to MARC does business or could do business with MARC stakeholders affected by MARC programs such that the donation could be viewed by those outside the organization as promoting that company or individual to our stakeholders and may influence their vendor selection.

### **3. Process for Soliciting Contributions**

3.1 When program staff determines the need for additional resources to support a program or special event and identify private companies that might be interested in a charitable donation:

- The department director will review the proposed solicitation to determine if it is appropriate.
- If there is a question about the relationship between the potential donor(s) and MARC, the executive director will be consulted to determine if the solicitation of funds should be made.

3.2 A copy of all funding solicitations should be provided to Financial Affairs so that they are aware of the outstanding requests; how the cash receipts should be coded in the accounting system once received; and who to notify of the MARC staff to help acknowledge the contribution.

### **4. Process for Accepting Contributions**

4.1 If a contribution is received by MARC on behalf of a program or event, the program staff should prepare a letter acknowledging the contribution and thanking the donor.

- Sample letters will be posted on the intranet or on the K drive.

4.2 Recognition could include:

- Thank you letter indicating that contribution is eligible for charitable tax donation
- Company name and logo on event promotion and program materials
- Mention of company in acknowledgements made from a podium at events

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#### **BOARD APPROVAL AND REVISION DATES**

**Approved: August 29, 2012**

**Revised:**