

## **SOLICITATION OF SPONSORS**

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Effective Date: May '02

Approved: Board May `02

Last Reviewed: 2011

Last Revised: 2009

### **POLICY:**

The Board of Directors permits solicitation for sponsors to assist in covering certain costs of educational programs, presentations, seminars, conferences and other related activities to further the goals and objectives of NNESHRM. Solicitation of sponsors will be for the NNESHRM intended purpose and not for the personal gain of the individual nor his/her employer. NNESHRM will recognize sponsoring agencies at the specific function supported.

### **PROCEDURE:**

The Education Committee Chair or designee or members of the Board will authorize solicitation of sponsorship as appropriate.

The member(s) assigned by the Education Committee Chair or the Board will make either a written or oral request for sponsorship to the prospective sponsor. The request will specify the purpose of the function to be sponsored and the intended use of the funds being requested. All funds collected will be submitted to the Treasurer or his/her designee. An accounting of these funds or gifts will be maintained and made available to the requestor upon request at the completion of the program. The NNESHRM financial reports will reflect any funds from sponsors.

Reference: NNESHRM Conflict of Interest Policy & Procedure