



## **ADMINISTRATIVE POLICY**

### **SPONSORSHIP/PARTICIPATION IN COMMUNITY FUNDRAISING EVENTS**

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**EFFECTIVE:** September 2010

**REVISED:**

**RELATED POLICIES:** Partnership with External Agencies; Use of College Facilities & Equipment

#### **POLICY**

Northern Lights College recognizes the importance of being part of the communities in which we live and work. This commitment extends to the College-sanctioned sponsorship or participation in fundraising or other activities in conjunction with or on behalf of recognized community not-for-profit organizations.

This policy applies to those staff or organizations that are requesting NLC become actively involved in their event. This does not apply to organizations wishing access to NLC facilities, or individuals participating in fundraising activities on their own.

#### **PROCEDURE**

NLC encourages its staff to actively pursue opportunities to strengthen our corporate relationship with our community partners under the following guidelines:

- The College must have a connection with the organization;
- Participation of the College must be pre-approved by the Administration Committee or President;
- The organization must be not-for-profit;
- To ensure the-College is seen as supporting a broad spectrum of the community, sponsorship/participation will be supported on a rotational basis.

#### **How to Request College permission to participate in an event:**

Organizations/ staff will apply in writing to the Administration Committee through the President requesting permission for the College to sanction/participate in the event.

All requests will include the connection the College has with the organization, the nature of the support requested, date(s) the event will occur, and all other relevant information.

The Administration Committee will consider the request, render a decision with regard to College participation, and respond in writing to the staff member(s).