

Statement of Operating Procedures:

10. Gift Acceptance and Sponsorship

In furtherance of its goals the Hillcrest Business Association (HBA) may solicit contributions from businesses, corporations, and foundations. The purpose of the gift acceptance policy is to govern the acceptance of gifts and to provide guidance to donors and their professional advisors in competing gifts.

The HBA shall at all times maintain an independent position on issues affecting small businesses. The potential effect of such positions on the commercial interest of a funding source shall not be a relevant factor in the HBA's decision-making process.

This policy shall be in effect for any third party organizations that solicit sponsorship or gifts on behalf of the HBA.

Donors shall seek their own legal or tax counsel before making a gift to the HBA.

The HBA will solicit support only for projects and activities that are consistent with the HBA's mission.

The HBA will accept funds for projects when the HBA has complete editorial and managerial control of projects related to the gifted funds.

No contributor or sponsor shall expect recognition in any form that claims ownership of an event or product of the HBA. Contributors or sponsors may expect recognition of their contribution in so far as it illustrates their support for a product or event rather than ownership of it.

The HBA retains final approval of all uses of its name, logo or identifying marks.

The Hillcrest Business Association will not accept funding that could threaten the HBA's non-profit status.

Prior to acceptance of any proposed contribution from any entity in excess of \$15,000, the Executive Committee, in consultation with appropriate individuals (e.g., other members of the Board, professional advisory board, legal counsel, etc) and following receipt of a recommendation from the Finance Committee shall review the proposal. The proposal may then be acted upon by the Executive Committee or submitted to the Board for further consideration.

Proposals of less than \$15,000 will be accepted or rejected by the Executive Director based on the aforementioned principles.

Notification of acceptance, rejection or modification of the proposal to the donor will be carried out by the Executive Director.

Approved: 12/14/10