

## SPONSORSHIP POLICY

<b>Policy Subject</b>	Sponsorship Policy
<b>Policy Section</b>	Finance
<b>Policy Number</b>	
<b>Approving Authority</b>	CEO
<b>Revision</b>	0
<b>Effective Date</b>	September 27, 2018

### REASON FOR POLICY

ASTTBC recognizes that providing or receiving of: Gifts, Donations, Partnerships or Sponsorships related to the ongoing promotion of technology in the Province of British Columbia is an acceptable course of conducting the business of the Association.

The purpose of this policy is to:

- ensure compliance with relevant federal and provincial law;
- ensure compliance with related ASTTBC procedures or policies, and;
- promote responsible stewardship of Association funds.

### APPLICABILITY

This policy applies to:

- a) all ASTTBC employees, Council members, volunteers and other persons acting on behalf of ASTTBC (including those under contract to ASTTBC).
- b) expenditures for Gifts, Donations, and Sponsorships using Association Funds.

Throughout this Policy, the term “employee” shall apply to any ASTTBC employee, volunteer, person under ASTTBC contract, or Council Director unless otherwise specified.

This policy does not apply to Gifts received by Employees from external organizations.

### POLICY STATEMENTS

#### 1. Definitions:

“**ASTTBC**” means the Applied Sciences of Technologists and Technicians of British Columbia.

“**ASTTBC Funds**” includes all sources of revenue directed to an account managed by ASTTBC. It includes grant funds awarded from both ASTTBC and non-ASTTBC sources as well as funds awarded under the terms of contracts.

“**Authorized Approver**” means the Chief Executive Officer (CEO) of ASTTBC.

“**Council**” refers to the ASTTBC Council.

“**Donation**” means a voluntary Gift.

“**Employee**” means an individual who is engaged to work for the ASTTBC under a contract of service or employment contract, that is, there is an employer/employee relationship between the individual and ASTTBC.

“**Gift**” means an item purchased for an individual in recognition of an event using ASTTBC funds.

“**Retiring Employee**” is defined as an Employee who is 64 years of age or older and is leaving the ASTTBC with over 25 years of paid service for ASTTBC

“**Officers**” include the President, Vice-President and Secretary Treasurer.

“**Partnership**” is defined as an arrangement in which ASTTBC provides in-kind (non-financial) support to a third-party organization. An example would include ASTTBC staff speaking at education/member/political sessions in partnership with an outside organization.

“**Sponsorship**” means providing ASTTBC funds to another person or entity as part of an organized fund-raising effort.

## 2. Policy Statement:

### 2.1 General

ASTTBC Funds may be used for Gifts, Donations, Partnerships and Sponsorships when the expenses are:

- a) permitted under this policy;
- b) properly documented; and
- c) included in the Annual Budget as approved by ASTTBC Council.

Expenses resulting from misinterpretations or mistakes are not a basis for reimbursement. Such situations, however, will be reviewed on a case-by-case basis by the Officers of ASTTBC Council.

Reimbursement of approved expenses related to Gifts, Donations, Partnerships and Sponsorships shall be in accordance with the ASTTBC Expense Policy<sup>i</sup>.

### 2.2 Gifts

**2.2.1** A Gift may be given to an individual, including an Employee, when:

- a) the reason for giving the Gift supports the mission of the ASTTBC;
- b) it is permitted under this policy as well as any terms and conditions of the specific funding source; and
- c) reimbursement for the expenditure is submitted in accordance with the Expense Policy.

**2.2.2** Appropriate reasons for giving a Gift include:

- a) a token of appreciation for participation in an event;
- b) a token of appreciation for volunteerism with ASTTBC;
- c) a non-cash award for winning a competition or contest;

- d) a non-cash prize for attending an event;
- e) expressions of sympathy;
- f) retirement; and
- g) long service recognition.

**2.2.3** For greater certainty, ASTTBC Funds may be used to give:

- a) a gift card to a non-employee such as committee or board member participant; and
- b) a Gift for a Retiring Employee subject to the limit set out in the Employee Retirement guideline.

**2.2.4** ASTTBC Funds may not be used to give:

- a) a Gift of alcohol unless approved by the Council Officers or CEO;
- b) a Gift in hard currency to a non-employee; or
- c) a Gift of cash to an Employee.

(Note: gift cards or gift certificates may be used with the appropriate receipts submitted for tracking purposes).

A non-cash Gift from the ASTTBC to an Employee may have tax implications for the Employee. (Please see Canada Revenue Agency's policy on gifts and awards for details). Declaration of such a Gift shall be the sole responsibility of the Employee.

It may be common for Employees to contribute voluntarily toward the purchase of a Gift for a colleague. This policy is not intended to replace or otherwise interfere with this practice.

## **2.3 Donations**

ASTTBC Funds may not be used for donations to registered not-for-profit charitable organizations unless approved by this Policy or ASTTBC Council.

ASTTBC Funds may not be used for donations to any other business or organization under any circumstances.

## **2.4 Partnerships**

ASTTBC Funds may not be used for partnerships to registered not-for-profit charitable organizations unless approved by this Policy or ASTTBC Council.

ASTTBC Funds may not be used for partnerships to any other business or organization under any circumstances.

## **2.5 Sponsorships**

ASTTBC may only sponsor an event when the Sponsorship:

- a) provides a tangible or intangible benefit to the ASTTBC members; or
- b) promotes ASTTBC; or
- c) promotes STEM programming; and
- d) is within the budget for such expenditures; and

- e) is reviewed by ASTTBC Council or Council Officers.

Sponsorships will be detailed and included in the Annual Operating Budget of ASTTBC and reviewed by ASTTBC Council for input prior to providing any funds to a recipient. ASTTBC Council Officers can also provide feedback if an opportunity presents itself and a short turn-around time is required to commit to the opportunity.

## **2.6 Political Fundraising Dinners and Events**

ASTTBC Funds may not be used to make contributions to a registered political party, a registered constituency association, or a registered political candidate.

## **2.7 Violations of Policy**

Any Employee who commits a violation of this policy, may be subject to discipline up to and including dismissal.

## **3. Responsibilities**

### **3.1 Authorized Approver shall:**

- a) ensure appropriate rigor and due diligence in the development or revision of this policy.
- b) ensure expenses related to Gifts, Donations, Partnerships and Sponsorships are reasonable and in compliance with this policy and related procedures,
- c) ensure all Employees:
  - read and understand this policy and related procedures
  - maintain accurate and complete supporting documentation for expense claims; and
  - submit claims for reimbursement in good faith.
  - understand the implications of this policy and related procedures;
- d) regularly review the policy and related procedures to ensure consistency in practice; and
- e) ensure the revision of this policy and related procedures when necessary.