

Policy No: A-16

Subject: Solicitation of Funds

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Effective Date: June 27, 2015

Revision Date(s):

Review Date(s):

**Review Responsibility:** Bylaws Committee

**Policy Statement:**

AASL members may not directly or indirectly approach a potential funder to solicit funding for AASL OR on behalf of AASL without permission from the AASL Executive Director.

**Focus:**

AASL Board of Directors, AASL Headquarters, AASL Committees, AASL Volunteers

**Definitions:**

Funder: any entity that could provide monies or services and can include a vendor, foundation, governmental body, company, or organization.

**Purpose:**

To ensure that external funding for AASL projects are in line with AASL's Strategic Plan and operational priorities.

**Procedure:**

1. Any AASL member who wishes to solicit funds for an AASL project or initiative needs to submit a request to the AASL Executive Director and include the following information:
  - a. Name(s) of potential funder(s)
  - b. Name/title of project, program, or event to be funded
  - c. Date or timeline of project, program, or event
  - d. Statement on how this project, program, or event fits into the AASL Strategic Plan or operational goals.
  - e. Reasoning for need to raise funds
  - f. List of potential funders that will be solicited
  - g. Timeline for solicitation
2. The following criteria will be used to review and evaluate requests for funding:
  - a. If the funder is a current sponsor or partner of AASL
  - b. If the funding opportunity will advance the strategic goals of the association
3. The AASL Executive Director will also determine if the solicitation should come from the organization or the individual/committee requesting funding.
4. Once any funding has been secured a formal agreement must be established between AASL and the funder and finalized by AASL Headquarters.
5. All funds will be received and processed through AASL Headquarters. No funds may be solicited or distributed to an individual or group.