

HUMAN RESOURCES ACHIEVEMENT PROGRAM



OFFICE OF THE CHIEF FINANCIAL OFFICER SPONSORSHIP POLICY & PROCEDURES

HRAP Policy No.	TBD
Effective Date:	April 8, 2023
Expiration Date:	Until Rescinded

HRAP Sponsorship Program

Policy on Sponsorship for Human Resources Achievement Program, Inc. hereafter referred to as HRAP.

Purpose

The purpose of this policy is to establish guidelines for the acceptance of corporate sponsorships by HRAP. This policy is intended to ensure that all sponsorships are in the best interests of HRAP and its mission, and that they do not create any conflicts of interest.

Scope

This policy applies to all sponsorship activities conducted by HRAP, including but not limited to:

- Solicitation of donations from corporations, foundations, and other entities
- Conduct of sponsorship events
- Use of sponsorship materials
- Management of sponsors records

Policy

- HRAP may accept corporate sponsorships in the form of cash, in-kind donations, or other valuable considerations.
- All sponsorships must be approved in writing by the HRAP Chief Financial Officer (CFO).
- The CFO will consider the following factors in determining whether to approve a sponsorship:
 - The alignment of the sponsor's business with HRAP's mission
 - The value of the sponsorship to HRAP
 - The potential for conflicts of interest
- Sponsors may not use HRAP's name, logo, or other identifying marks in any way that implies endorsement of the sponsor or its products or services.
- Sponsors must comply with all applicable laws and regulations, including those governing charitable giving and fundraising.

Termination

HRAP may terminate any sponsorship at any time, for any reason. Sponsors may also terminate their sponsorships at any time, for any reason.

Confidentiality

All information relating to sponsorships, including but not limited to the identity of sponsors and the terms of sponsorship agreements, is confidential and will not be disclosed to the public without the prior written consent of HRAP.

Amendments

This policy may be amended by the HRAP Chief Financial Officer at any time.

Violations

Violations of this policy may result in disciplinary action, up to and including termination of volunteer agreement.

Updates

This policy may be updated by the organization's finance department at any time.

Effective Date

This policy is effective April 8, 2023.

Receipt & Acknowledgement of Policy: Sponsorship Policy & Procedures

I, _____, **ACCEPT** this policy in full and will comply with all orders, directives, and procedures established here within and understand and accept the conditions of this policy.

Signature

Date