

# VOLUNTEER HANDBOOK

## BOARDS OF REGENTS



U.S. CHAMBER OF COMMERCE FOUNDATION  
Institute for Organization Management

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### INSTITUTE POLICY ON SITE SPONSORSHIP

Individual Boards of Regents often seek additional sponsorship funds to enhance the official Institute program events hosted at their individual sites. The policy below has been developed to help clarify how site sponsorship funds are used and how site sponsors are recognized.

#### **Institute Policy on Site Sponsorship**

Individual Boards of Regents may raise funds from sponsors (site sponsors) to support the official Institute events hosted at their individual sites. Official Institute events are programs that are scheduled during the five-day program (e.g., The Big Bash) to which Institute attendees (all or a subgroup of) are invited. Site sponsorship funds may only cover the following expenses: transportation, entertainment, food, decorations, room rental, or promotion. Site sponsorship funds will not be used to cover expenses related to alcoholic beverages. Site sponsorship funds raised for official Institute events may not be used to support any other expenses or events.

Individual Boards of Regents agree to the following conditions and agree to notify proposed sponsors of the following conditions at the time of solicitation:

1. All sponsorship dollars raised by individual Boards of Regents as well as the proposed uses of the dollars raised are subject to prior approval by the U.S. Chamber of Commerce Foundation.
2. Any sponsorship funds raised by individual Boards of Regents will be deposited in Institute's accounts. Any sponsorship funds raised by individual Boards of Regents shall be in the form of a check payable to Institute for Organization Management.
3. Sponsors in industries competing with the National Institute Sponsors are prohibited from being individual site sponsors. Please check with Institute staff for current sponsors.
4. A sponsorship is not an endorsement of the sponsor by the U.S. Chamber of Commerce Foundation or by Institute.

Site sponsors may be recognized during the five-day program for which the sponsorship money is raised in site-specific promotional materials and from the podium.