

# **Policy No: A-16**

## **Subject: Solicitation of Funds**

**Number of pages:** 2

**Effective Date:** June 27, 2015

**Revision Date(s):** March 16, 2023

**Review Date(s):**

**Review Responsibility:** AASL Bylaws and Organization Committee, AASL Board of Directors

### **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

### **Purpose:**

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

### **Supportive Documentation:**

Definitions:

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

### **Procedure:**

1. Any AASL member who wishes to solicit funds for an AASL project or initiative must submit a request to the AASL Executive Director that includes 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 aligns with the AASL Strategic Plan or operational goals.
  - e. Rationale for the 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. The funder is a current sponsor or partner of AASL
  - b. The funding opportunity advances the strategic goals of the association
3. The AASL Executive Director determines if the solicitation should come from the association or the individual/committee requesting funding.
4. 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.