

# **VAPDA Contribution and Sponsorship Policy**

**January 6, 2011**

The purpose of this policy is to establish and maintain a system for the administration and control of various forms of donation contributions by VAPDA.

“Contributions” means gifts or donations to individuals, non-profit groups or other organizations for a particular purpose and must be budgeted in nature and provide direct benefit to member Regional Planning Commissions.

“Sponsorship” means a financial contribution to an agency, organization, or non-profit group in support of an event, product, or other venture in return for promotion or advocacy for VAPDA or Regional Planning Commissions.

In discussion of contribution and sponsorship requests, VAPDA will consider and give higher priority to gift, donation, or contribution requests that meet the following minimum criteria:

- The project/event/organization is statewide in nature;
- The project/event/organization provides a benefit to VAPDA, especially in relationship to how it relates to Regional Planning Commission performance measures and/or deliverables;
- The degree to which the project/event/organization provides a positive promotional benefit to VAPDA;
- The contribution will be used within a defined period;
- The project/event is a recurring activity; and
- RPCs are involved with the requesting organization on an individual or member level.

VAPDA may consider other criteria as desired by the membership.

This policy applies to all requests for funding assistance made to VAPDA. The annual limit for sponsorships is defined by the membership in VAPDA’s adopted budget. The membership may chose to increase this limit by levying an additional assessment and/or reallocating budgeted funds at a duly warned meeting.

All requests for funds must be supported by a formal written request using VAPDA’s Contribution Request Form. Requests should be forwarded to the VAPDA Chair. The Chair will bring all requests before the membership, either at a meeting, via email, or through other means. If the request is approved by the membership, the Chair shall sign the form indicating membership approval and shall provide the form to the Treasurer for issuance of payment. If the request is time sensitive, the Chair shall contact members directly via email. In the absence of a majority response, either positive or negative, by the membership, the Chair shall have the authority to approve or disapprove the request.

Adopted by VAPDA at a duly warned meeting on January 6, 2011.