

Policy on Sponsorships and Memberships in External Organizations

Date: 08/14/2012

Supersedes: *None*

I. Purpose

New York Medical College recognizes the benefits received from sponsorship/memberships in external organizations related to its operations, mission and its overall reputation and image. Review and coordination of such external sponsorship/ memberships ensures that the College is utilizing funds to the maximum extent for equal or lesser financial expense. In addition, federal lobbying laws require that the College review all memberships in external organizations and disclose those memberships if the organization participates in federal lobbying.

II. Policy

It is the policy of New York Medical College to participate in sponsorship or membership activities with external accreditation, professional, community-oriented, charitable, or business-related events and organizations that enhance the College's strategic goals, mission or image. Planned participation with such external organizations, within the scope of this policy, must be submitted for prior approval in accordance with the procedures provided below.

III. Scope

This Policy shall apply to College sponsorships and memberships in external organizations funded by and through any school, department, division or unit of the College. This policy does not apply to any individual professional dues or memberships by faculty or employees of the College that are appropriate to the duties and responsibilities on behalf of the College subject to budgetary requirements and availability.

IV. Definitions

Donation/contribution – financial gift to an external organization. Donations and contributions are not permitted using College funds.

Membership – financial or in-kind support to an organization, group or society, possibly in the form of dues or subscription, that grants participation as a member.

Sponsorship – financial or in-kind support to an event, organization or activity that is given in exchange for acknowledgement, recognition or promotion.

V. Procedures

A. Institutional Memberships

The College shall maintain and participate in institutional memberships in external accreditation or professional organizations which are required. The College shall also maintain and participate in institutional memberships in external organizations that are closely related to the strategic and operational goals and objectives consistent with its mission based on the written request submitted to the respective Dean or Vice President of the faculty or employee involved describing the specifics of the proposed membership, or renewal of membership, and the benefits to the College and approved by the following:

1. For institutional memberships or dues under \$2000, the prior written approval of the respective Dean or Vice President subject to budgetary requirements and availability;

2. For institutional memberships or dues from \$2000 but under \$10,000, the prior written approvals of the respective Dean or Vice President and of the Senior Vice President for Finance and Chief Financial Officer;

3. For institutional memberships or dues from \$10,000 and above, the prior written approvals of the respective Dean or Vice President, the Senior Vice President for Finance and Chief Financial Officer and the Chancellor for Health Affairs and Chief Executive Officer.

B. Sponsorships

Before the purchase of a sponsorship, event ticket, advertisement or other activity of an affiliated hospital or other healthcare organization, community-oriented, charitable, educational or business related external organization, a written request containing specific information on the proposed sponsorship and including the benefit to the College must be submitted to the Vice President for Development & Alumni Affairs no less than seven (7) business days prior to event sponsorship deadlines. For sponsorships under \$10,000, the prior written approval of the Vice President for Development & Alumni Affairs shall be required. For sponsorships of \$10,000 or above, the prior written approval of the Senior Vice President for Finance and Chief Financial Officer shall also be required. All approvals shall be forwarded to the respective Dean or Vice President for further processing subject to budgetary requirements and availability.

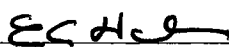
C. Donations and Contributions

No donations or contributions shall be made to external organizations from College funds.

VI. Effective Date

This Policy shall be effective immediately.

Approved:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and Chief Executive Officer

8/14/12
Date