



Policy Manual

Revised July 17, 2020

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INTRODUCTION

WORKING DEFINITIONS

POLICY

The NACAS Foundation Board adopts a brief, general statement of purpose, principle, or philosophy that serves as a guide for action. The policy statement may also include general reporting and review

requirements.

Under special circumstances, the NACAS CEO or NACAS Foundation President may use their discretion to grant exceptions to policy. When the CEO or President grants an exception, the President or Board (respectively) must be notified in a timely manner.

ADMINISTRATIVE REGULATIONS

Administrative Regulations specifically describe how a policy will be implemented and who will be responsible for its implementation. Formulation of the administrative regulations is the responsibility of the President or designated representative.

For a specific administrative regulation, "NACAS CEO" refers to the CEO of NACAS or the NACAS CEO's designated staff member.

PROCEDURES

These statements explicitly describe the steps necessary to carry out the administrative regulations. Developing procedures is the responsibility of the person(s) charged with carrying out the administrative regulations.

PROCEDURE FOR PROPOSING NEW POLICIES AND REVISING EXISTING POLICIES

The NACAS Board of Directors, Members, Business Partners, Committee Chairs, Regional Presidents, and Staff may submit proposed new policies or revisions of existing policies to any NACAS Foundation Board Member or the NACAS CEO. (Committee Chairs can also submit proposals to their NACAS Staff Liaison.)

The NACAS CEO is to place the proposal on the next Foundation Board Meeting agenda.

The President is to receive copies of all proposals at the time of submittal.

DISTRIBUTION

The Policy Manual shall be distributed electronically to NACAS Foundation Board Members in November of each year. The manual is also to be provided to legal counsel and to NACAS staff and posted on the NACAS website.

New policies and revisions to policies will be updated in the Policy Manual and shall be distributed within 45 days of approval by the Foundation Board of Directors.

Section 100 - GENERAL POLICIES

101 - ORGANIZATIONAL PURPOSE AND RELATIONSHIP WITH NACAS

It is the policy of the NACAS Foundation to establish its purpose in the organization's Articles of Incorporation. The legal relationship to the National Association of College Auxiliary Services (NACAS) will be outlined in a Memorandum of Understanding (MOU).

Administrative Regulations

Administered By: Foundation President

Regulations:

1. The Foundation Board of Directors must review the MOU with NACAS every three years at the Summer Board Meeting.
2. If changes are proposed to the MOU, they must be made to the NACAS Board of Directors in a joint meeting.
3. If deemed necessary by the president of either organization, or by NACAS staff, legal counsel will be sought to draft and finalize the MOU.
4. The MOU shall be approved by both the Foundation and NACAS Board of Directors and signed by both organizations' presidents.

102 - PILLARS OF THE NACAS FOUNDATION

The four pillars of the NACAS Foundation shall provide the guiding principles for the Foundation's operations and policy decisions:

1. Fundraising and financial support to fund scholarships and programs
2. Develop affinity for the Foundation
3. Champion innovation in auxiliary services
4. Steward gifts and resources

Administrative Regulations

Administered By: Foundation President

Regulations:

1. The Foundation President shall review these pillars annually with the Foundation Board of Directors at the Summer Foundation Board Meeting.

103 – GUIDELINES FOR USE OF NACAS FOUNDATION NAME AND LOGO

The NACAS Foundation considers its name and logo to be valuable assets. These guidelines are intended to ensure the appropriate use of the name/logo and to identify the proper channels for seeking a license. Their purpose is not to restrict the legitimate or desirable use of the NACAS Foundation name, nor to limit an individual's use of his or her affiliation with NACAS Foundation. They are intended, however, to provide legal and ethical protection.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. Any party requesting the use of any NACAS Foundation representation shall contact the NACAS Office providing as much information as possible, (e.g., how the NACAS Foundation name and/or logo is to be used, the extent of the use, and an appraisal of the appropriateness of the use.)
2. The NACAS Foundation reserves the right to restrict or prohibit the use of its name and logo when, in its sole judgment, such usage is deemed inappropriate.
3. The NACAS Foundation reserves the right to charge for, limit, restrict, or condition the use of its name and logo. It also may prohibit any such use when, in its sole judgment, such use is deemed inappropriate.
4. When issues arise where the NACAS Foundation's support or advocacy is requested, the issue will be brought to the Board of Directors for their discussion and approval. In cases of advocacy, approval is subject to legal counsel.

Section 200 - FOUNDATION BOARD OF DIRECTORS

201 - NOMINATING COMMITTEE

There shall be three members of the Nominating Committee, chaired by the Vice President and composed of the President and Treasurer. The NACAS CEO shall serve as a non-voting ex-officio member and staff liaison of the nominating committee. The Executive Assistant supports the Nominating Committee by tracking nominees through the open call for volunteers, creating a timeline for the year, scheduling calls for the nominating committee, and providing other assistance as needed.

Regulations

Administered By: Nominating Committee

Nomination Calendar Regulations:

1. The volunteer opportunities shall incorporate the call for nominations for the vacant Officer, Director, and Regional Liaison positions. Annually the "Opportunities in Leadership" shall be placed on the website and sent via e-mail to the NACAS membership. The deadline for submission of nominees for each position shall be no later than the 1st of July of each year.
2. The names of those nominated will be consolidated and forwarded to the Chair of the Nominating Committee.
3. The Chair of the Nominating Committee shall contact each nominee and:
 - Verify the nominee's willingness to serve in the position.
 - Request and receive a statement of why the individual wishes to serve in the position and why they are qualified.

The Chair shall provide each Nominating Committee member with a list of all nominees, with all relevant back-up material no later than the Summer Board Meeting of each year in order to provide a preliminary slate of officers to the NACAS Board at the Summer Board Meeting.

Nominations Timeline

March - Executive Assistant to a schedule planning call with the NACAS CEO, NACAS Foundation Vice President and the Executive Assistant to review the nominations process

April - Nominations process opens; web updated with open board positions; information included in June College Services about the Leadership nominations process

May, June, July – information included in monthly membership emails, College Services Monthly about nominations process

July or August - NACAS Foundation Board votes on the Slate of Officers to be presented to the NACAS Board during their summer board meeting.

202 - CODE OF ETHICS

It is the policy of the Foundation Board that a Code of Ethics be established for the Board and be made available to members on request. All members of the NACAS Foundation Board of Directors must sign the code of ethics upon their installation of office and renew this signature every year throughout their term.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. The NACAS Foundation shall follow the code of ethics set forth in NACAS Policy Manual Section 301.

203 - STATEMENT OF CONFIDENTIALITY

It is the policy of the Foundation Board that incoming board members sign a Statement of Confidentiality acknowledging that some of their work will involve access to information/records that are considered confidential. Board members are to respect the confidentiality of all existing and potential donor information and to take special care in protecting the privacy of individual and companies.

204 - CONFLICT OF INTEREST

It is the policy of the Foundation Board that incoming board members sign a Conflict of Interest Statement. No board member or board committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with NACAS or an affiliated NACAS entity, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board members are expected to work out for themselves the most gracious method of declining gifts.

No board members should perform, for any personal gain, services to any NACAS Foundation supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or

committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

No board member or any member of his/her family should have any beneficial interest in, or substantial obligation to any NACAS Foundation supplier of goods or services or any other organization that is engaged in doing business with or serving NACAS Foundation unless it has been determined by the Board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

205 - FOUNDATION BOARD OF DIRECTOR MEETINGS

The time and place of all Foundation Board of Director meetings will be the decision of the Board.

Administrative Regulations

Administered By: President

Regulations:

1. Foundation Board of Director meetings will be held monthly by calls or in-person at locations decided by the Board.

206 - FOUNDATION BOARD MINUTES

It is the policy of the NACAS Foundation Board that at all board meetings the NACAS CEO or his/her designee shall take minutes. Such minutes shall set forth the time and place of any such meetings, the names of those present, and the notice thereof given, whether regular or special. The minutes shall be prepared and distributed by the NACAS Office. Minutes shall include motions made at the meetings, and any back-up material referred to by action items shall be attached to the minutes.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. The NACAS CEO or his/her designee shall take and prepare minutes of all meetings of the Foundation Board of Directors.
2. The first draft of the minutes will be completed and emailed to the Foundation President and NACAS CEO within 15 working days of the meeting for review and corrections, if any, and returned to the NACAS CEO within seven working days.
3. The Foundation Board will take action on the minutes at the next meeting of the Board.
4. The original copy of the minutes and attachments of the Board shall be permanently filed in the NACAS Office.
5. Copies of the official minutes shall be posted online within thirty (30) days of Board action.
6. Minutes of the meeting shall not be published or distributed until the Board has approved the minutes.

207 - NEW FOUNDATION BOARD ORIENTATION

It is the policy of the Foundation that all new Foundation Board of Director members receive an orientation to the Board and the Foundation for the purpose of supporting their board designated responsibilities.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. The NACAS CEO will coordinate the travel arrangements (if applicable), orientation, and date of the new Foundation Board Member orientation.
2. When possible, a date will be established when a majority of the new board members can attend. Subsequent dates will be established for Foundation Board members not able to attend.
3. The NACAS Foundation Policy Manual, By-Laws, insurance coverage for Board members, and Board minutes of the previous year will be included in the materials to be provided to new Foundation Board members.
4. If travel is required, expenses will be paid by NACAS Foundation for transportation, lodging and meals in accordance with Section 700.

208 - FOUNDATION BOARD RECOGNITION FOR OUTGOING BOARD MEMBERS

It is the policy of the NACAS Foundation Board to recognize outgoing board members.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. The NACAS CEO shall coordinate the recognition to occur during the C3X Annual Conference & Expo.
2. If the CEO purchases a gift for any outgoing Board members, the estimated cost of the gift(s) shall be included in the annual budget presented by the Finance Committee and the NACAS CEO.

209 - NACAS STRATEGIC PLANNING AND COMMITTEE CHAIR COUNCIL PARTICIPATION

The NACAS Foundation shall participate in NACAS' Strategic Planning initiatives as requested by NACAS. Additionally, the NACAS Foundation shall have representation on NACAS' Committee Chair Council to discuss and report on the Foundation's strategic goals and other activities as requested by NACAS.

Administrative Regulations

Administered By: Foundation President

Regulations:

1. In collaboration with the NACAS CEO, the Foundation President shall lead the Foundation Board of Directors in establishing goals that align with NACAS strategic initiatives.
2. The Foundation Vice President shall serve as the Foundation's liaison to the NACAS Committee Chair Council.

210 - DUTIES OF THE FOUNDATION BOARD OF DIRECTORS

Each Officer and Director of the Foundation shall attend all scheduled Foundation Board of Directors meetings and perform other responsibilities as outlined for their position.

Administrative Regulations

Administered By: Foundation President

Regulations:

1. Position descriptions are established and made publicly available on the Foundation's website and shared during the New Foundation Board Member Orientation. These descriptions include expectations of conduct, responsibilities, eligibility, and term length.
2. Position descriptions shall not conflict with the Foundation's Bylaws.
3. Position descriptions shall be reviewed annually at the Summer Foundation Board meeting.

211 – REGIONAL LIAISONS

The NACAS Foundation shall designate one regional liaison for each of the four Regional Associations: NACAS Central, NACAS East, NACAS South and NACAS West. The Regional Liaisons on the NACAS Foundation Board of Directors shall coordinate activities between the Foundation Board and Regional Boards for the duration of their director terms. (7/17/20)

Administrative Regulations

Administered By: Nominating Committee

Regulations:

1. The Regional Liaison shall take an active role in working on regional fundraising activities for the Foundation, including the Flip-a-Coin event at the regional CX conference.

2. The Regional Liaison shall provide on-site support at the regional CX and C3X Foundation fundraising event(s).
3. The Regional Liaison shall be an employee of an institutional member of the respective NACAS Region.
4. Regional Liaisons are Directors of the Foundation and hold all other responsibilities of Directors.

Section 300 - FINANCIAL

301 – INSURANCE

The NACAS Foundation shall maintain blanket professional liability insurance for required NACAS staff and all Foundation Board members while acting on behalf of Foundation.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. During the budget process, the NACAS CEO shall submit to the Treasurer of the Finance Committee the cost of the various Foundation insurance policies, expiration dates, and the amount of coverage.
2. Insurance information will be provided to all persons covered by the plan on an annual basis.

302 – BUDGET

It is the policy of the NACAS Foundation that a budget be prepared and voted on by the Foundation Board before expenditures can be made for a fiscal year. A Finance Committee shall be established consisting of the NACAS Foundation President and Vice President and chaired by the Treasurer.

Administrative Regulations

Administered By: NACAS CEO

Budget Timetable:

1. The initial Audit work of the prior year is to be completed by March 31st and the initial results will be used to prepare the budget for next year as developed by the Finance Committee.
2. The Finance Committee will present budget recommendations at the Summer Board Meeting.
3. The Foundation shall approve funding support to NACAS programs by the date set forth in the MOU between NACAS and the NACAS Foundation.
4. Board reviews and votes on the final draft of the recommended budget by the Foundation Board meeting at C3X.

303 – AUDIT

The NACAS Foundation financial records and statements shall be audited every three years by an independent CPA firm.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. When necessary, the NACAS CEO will prepare an RFP to identify potential firm(s) for the audit.
2. The Finance Committee and the NACAS CEO will review responses to the audit RFP and recommend an auditing firm to the Board.
3. The firm selected by the Board will complete its initial draft audit report no later than March 31st.
4. The Finance Committee will review and forward the draft audit and management letter (if any) to the Board with their recommendations for action by the Board by the June Board call/meeting.
5. The final approval of the audit report by the Board will be made by the Summer Board Meeting.

304 – FINANCIAL REPORTING

The Finance Committee shall establish a Financial Calendar of events each year.

The Financial Calendar will include:

- Review of preliminary year-end financial results
- Audit of prior year
- Review of current year budget
- Initial budget review based upon input from Board members and staff
- Finance Committee meetings
- Draft budget deadlines for the Summer Board Meeting
- Review of June 30 year to date Financial Statements including reserves
- Finance Committee draft based upon input at Summer Board Meeting
- Final budget for August/September Board of Directors meeting
- Review of third quarter (Sep 30) Financial Statements and Reserves

The Foundation's financial records and statements shall be maintained and presented in accordance with generally accepted accounting principles under the accrual basis of accounting. Management will provide to the Board of Directors such periodic reports as requested. Management shall as standing policy distribute a quarterly financial report to the Board and distribute the annual report to the Foundation Board and the NACAS Board.

305 – FINANCIAL REPORTING FORM 990

Form 990 tax returns shall be prepared annually and reviewed by the auditor.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. The Foundation will ask the audit firm to prepare IRS reporting form 990 annually. The report will be completed by the auditors according to the deadline set by the federal government.
2. Final copies of the report will be submitted to the Foundation Treasurer.

306 – ENDOWMENTS AND DONATIONS

The Foundation shall maintain permanent endowments under the provisions of the Uniform Prudent Management of Institutional Funds Act (UPMIFA) regulations. The agreements under which each endowment is established are included in the appendices. All endowment funds will be invested under

the guidelines set out in Section 308 of this policy manual.

All donations specifically earmarked for an endowment will be added to the endowment itself and may not be disbursed for any purpose. Disbursements will be made from the earnings of the endowment only, under the general guidelines set forth; the annual release amount shall not exceed 4% of the most recently calculated three-year total fund balance, including earnings. Annual release funds not disbursed in that year may be held and disbursed at a later date as directed by the Foundation Board.

All donations not designated to one of the permanent endowments will be designated as unrestricted funds, available to be used at the discretion of the Foundation Board.

All donations to the Foundation shall be treated as charitable contributions under current IRS regulations, less the fair market value of any substantial benefits received if applicable. Donors will receive thank-you letters for each contribution as well as an accurately prepared letter at year-end detailing the value of their contributions for that year for tax purposes.

Donor confidentiality is of the utmost importance and to that end, all Foundation Board members and staff are asked to read and sign a Statement of Confidentiality upon entering their role. Donor information is private and should never be shared with anyone outside the organization without the donor's consent.

The Foundation reserves the right to reject any gift that does not serve the best interests of the Foundation, NACAS, or the auxiliary profession.

307 – NACAS AND FOUNDATION FINANCIAL RELATIONSHIP

The NACAS Foundation's primary purpose is to support NACAS and the auxiliary profession. The Foundation will abide by the current Memorandum of Understanding (MOU) as it applies to financial and fiscal responsibility to NACAS.

Per the MOU, the Foundation Board, with input as needed from the NACAS Board, will designate a set amount each year to be budgeted as support for NACAS programs. That amount will be agreed upon by the date outlined in the MOU for the next year's budget and will be communicated to the NACAS Board by the same date.

Should NACAS need additional funds that are not accounted for in the budgeted amount to support NACAS programs, a special request must be made in writing by the NACAS Board of Directors. Additional funding is subject to approval by the Foundation Board of Directors. It is policy of the NACAS Foundation that funding granted to NACAS is to be used for NACAS programs or strategic initiatives as it relates to services for the auxiliary industry; funds shall not be granted for administrative needs.

NACAS sponsorships that are clearly designated for NACAS events and programs will be invoiced from the Foundation; the Foundation will then, upon receipt of said payment, transfer those funds to NACAS. Sponsorships that are designated for Foundation activities or are contributions directly to the Foundation, will remain with the Foundation to be used at the discretion of the Foundation Board.

308 – INVESTMENT POLICY

The purpose of this Investment Policy is to provide strategic direction for the financial investing of association reserves and to support the objective increasing the financial stability of the Foundation.

Procedures

1. The Investment Policy will be reviewed periodically by the Finance Committee. The committee will recommend any revisions or modifications to ensure the investment policy is consistent with the current mission of Foundation and accurately reflects the current financial condition.
2. Each year the Foundation Board of Directors at the Summer Board Meeting will review

recommendations from the Finance Committee as a part of the yearly budget process.

3. The Foundation Finance Committee will make recommendations to the Foundation Board of Directors for final approval of any investment consultant, funds management group, recommended by the Finance Committee.

Allowable Investments

1. Checking/savings accounts in U.S. federally insured banks or like institutions
2. Money market funds manage by U.S. federally insured banks or like institutions
3. Federally insured certificates of deposit not to exceed \$200,000 per institution
4. Direct obligations of the U.S. Government, its agencies, and instrumentalities
5. Repurchase agreements in conjunction with bank sweep accounts
6. Bonds
7. Stocks

Prohibited Investments

- Private placements
- Letter stock
- Derivatives
- Commodities or commodity contracts
- Short sales
- Margin transactions
- Any speculative investment activities

Performance Reporting

All investments will be monitored on a quarterly basis and reported by the Treasurer to the entire Foundation Board.

309 – CONTRACTS

The NACAS CEO shall execute all contracts for expenses that are approved in the budget. Any contract that is not included in the budget must be submitted for review by the Finance Committee and presented at the next scheduled Board meeting.

Administered by: NACAS CEO

Regulations:

1. The NACAS CEO shall submit proposed contracts with the budget at the Summer Board Meeting.
2. A brief explanation and cost of the contracts will be provided.

Section 400 - FUNDRAISING

401 - ACTIVITIES AND EVENTS AT C3X ANNUAL CONFERENCE & EXPO

The NACAS Foundation will host at least one special activity or event annually at the C3X Annual Conference & Expo. The event(s) may serve a fundraising purpose, and/or may build member affinity.

Administrative Regulations

Administered By: Foundation President

Regulations:

1. The type of event(s) hosted at C3X are discussed annually at the Summer Board Meeting for the

following year's conference.

2. Final decision on the type of event(s) hosted at C3X must be determined no later than the Leadership Team Meeting Foundation Board meeting. Promotion of the event(s) will begin alongside C3X registration opening.
3. Foundation Board members will work with NACAS staff to determine the fundraising strategy of each event, including but not limited to ticket pricing and smaller fundraising activities hosted within the event.
4. Foundation Board members are responsible for seeking out in-kind donations to support fundraising efforts.
5. NACAS staff will coordinate all logistical details with the host venue including contract negotiations with the venue and other service providers, food and beverage selection, entertainment, and audio/visual needs.
6. On site, Foundation Board members will participate in and help support the activity or event.

402 - ACTIVITIES AND EVENTS AT NACAS REGIONAL CONFERENCES

The NACAS Foundation Regional Liaisons will work with the NACAS regions to host at least one special activity or event annually at the Regional Conferences. The event(s) may serve a fundraising purpose, and/or may build member affinity.

Administrative Regulations

Administered By: Regional Liaisons

Regulations:

1. The type of event(s) hosted at the Regional Conferences is to be discussed annually at the Summer Board Meeting for the following year's conferences. The Regional Liaison is responsible for coordinating with the Regions.
2. Final decision on the type of event(s) hosted at the Regional Conferences must be determined no later than the C3X Foundation Board meeting. When applicable, promotion of the event(s) will begin alongside Regional Conference registration opening.
3. Regional Liaisons will work with NACAS staff to determine the fundraising strategy of each event, including but not limited to ticket pricing and smaller fundraising activities hosted within the event.
4. Regional Liaisons are responsible for coordinating with the Regional Board of Directors' business partner liaisons to seek out in-kind donations to support Foundation-organized fundraising efforts.
5. NACAS staff will coordinate all logistical details with the host venue including contract negotiations with the venue and other service providers, food and beverage selection, entertainment, and audio/visual needs.
6. On site, Regional Liaisons and other Foundation Board members in attendance at the Regional Conference will participate in and coordinate the needed help to support the activity or event.
7. If applicable, the Foundation will encourage and support other fundraising efforts led by the Regions.

403 - ANNUAL FUNDRAISING CAMPAIGN

The NACAS Foundation will establish and lead an annual fundraising campaign to help support NACAS programs and initiatives.

Administrative Regulations

Administered By: Foundation President or designee

Regulations:

1. Foundation Board members, under leadership by the Foundation President, will participate in the annual campaign by making peer-to-peer fundraising requests.
2. Foundation Board members will seek out financial contributions from business partners and keep NACAS staff informed.
3. A campaign calendar shall be reviewed annually by the Foundation Board. This calendar shall include but is not limited to monthly phone calls from Board members, monthly email from the NACAS Office, ask to Regions from the Foundation President, Giving Tuesday campaign from the NACAS Office, and an end-of-year giving request made by the NACAS Office.
4. Campaign resources such as communication toolkits and a detailed calendar shall be housed in the NACAS Lounge for Foundation Board members to access year-round.

404 - TARGETED CAMPAIGNS

From time to time, the NACAS Foundation may establish and lead a targeted campaign to support a specific NACAS program or initiative.

Administrative Regulations

Administered By: Foundation President or designee

Regulations:

1. Foundation Board members, under leadership by the Foundation President or the President's designee, will participate in the annual campaign by making peer-to-peer fundraising requests.
2. Foundation Board members will seek out financial contributions from business partners, if appropriate for the specific program or initiative, with support from NACAS staff
3. A campaign calendar shall be established for the duration of the campaign.
4. Campaign resources such as communication toolkits and a detailed calendar shall be housed in the NACAS Lounge for Foundation Board members to access throughout the campaign.

Section 500 - STEWARDSHIP AND RECOGNITION

501 - STEWARDSHIP AND COMMUNICATION

It is policy of the NACAS Foundation that the Foundation Board provide strong stewardship over charitable gifts and donations, including regular communication with donors.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. The NACAS office, on behalf of the NACAS Foundation, will send a thank you communication to every new, one-time donor within 2-4 weeks after a gift is received.
2. Annually, the NACAS office will distribute a letter on behalf of the NACAS Foundation to all donors from that fiscal year indicating the amount that is eligible for tax-exemption and thanking them for their donation.

502 - DONOR RECOGNITION AND APPRECIATION

The NACAS Foundation shall publicly recognize all current donors at least twice annually.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. The NACAS office will coordinate all public recognition on behalf of the NACAS Foundation. This may include but is not limited to signage at C3X and recognition outlined in the College Services magazine.
2. The public appreciation shall recognize donors at the appropriate donor level.

Section 600 - AWARDS AND SCHOLARSHIPS

601 – AWARDS

The NACAS Foundation operates the Foundation's annual awards budget and oversees the dissemination of the financial prizes, awards, and scholarships on an annual basis.

The following Awards are funded by the NACAS Foundation:

- Through the support of business partner sponsors, the Foundation awards the Innovative Achievement in Auxiliary Services award and the Regional Rising Star Scholarships to the deserving winners on an annual basis.
- The Foundation provides funding for the David H. Lord Award for Exemplary Services (through an endowment), the Wright L. Lassiter, Jr. Legacy Award, the Innovative Achievement in Auxiliary Services Award, and the Regional Rising Star Award (physical award and prize if applicable) to the deserving winners on an annual basis.
- The Foundation grants the Robert F. Newton Award for Distinguished Service winner \$2,500 of Foundation funds to allot to any endowment Foundation fund(s) they choose.

Administrative Regulations

Administered By: NACAS CEO

1. The Foundation Board of Directors shall include disbursements for Award winners in their annual budget.
2. If the NACAS Awards Committee requests additional funds for an award, those additional fund disbursements are subject to approval by the Foundation Board of Directors.
3. All disbursements of funds shall abide by the Endowment Agreements (if applicable), Sponsorship Agreements (if applicable), and Section 300 of this policy manual.

4. The NACAS Foundation does not select award winners. Award winners are selected annually by the NACAS Awards Committee.
5. When a Foundation award includes a complimentary C3X Conference & Expo registration, the Foundation will cover the registration fee at the 'guest rate' that NACAS has calculated, which covers the variable cost per attendee. Those fees will be paid to NACAS in the year that the award is given, even if the registration is not used until a future year.

602 – SCHOLARSHIPS

The NACAS Foundation provides funding for two endowed scholarships, the Mereese Ladson Scholarship and the Hassmiller CASP Scholarship.

Administrative Regulations

Administered By: NACAS CEO

1. The Foundation Board of Directors shall include disbursements for these scholarships in their annual budget.
2. If the NACAS Awards Committee requests additional funds for a scholarship, those additional fund disbursements are subject to approval by the Foundation Board of Directors.
3. All disbursements of funds shall abide by the Endowment Agreements (if applicable), Sponsorship Agreements (if applicable), and Section 300 of this policy manual.
4. The NACAS Foundation does not select scholarship recipients. Scholarship recipients are selected annually by the NACAS Awards Committee.
5. The NACAS Foundation will transfer undisbursed funds to NACAS in the year that the Scholarship is awarded.
6. Mereese Ladson Scholarship recipients must use their funds within two calendar years of receiving the scholarship.

603 – C3X CONFERENCE & EXPO FIRST TIMER REGISTRATION FOR ACADEMY ATTENDEES

The NACAS Foundation will cover the C3X Conference & Expo registration fee for any attendees to the NACAS Emerging Professionals Academy who have not previously attended a C3X Annual Conference & Expo (up to a predetermined amount annually).

Administrative Regulations

Administered By: NACAS CEO

1. Any individual who has attended the NACAS Emerging Professionals Academy (or prior to 2018, attendees of the Institute for Managers) but has not attended a C3X Conference & Expo is eligible for this registration fee waiver. It is not required that the individual attended the Emerging Professionals Academy in the same year as C3X.
2. The NACAS Foundation will pay NACAS the current year's C3X Guest registration rate for each individual seeking this registration waiver, up to the maximum allotted in the current year's budget.
3. The Foundation Board of Directors shall include funds for these registration fees in their annual

budget.

4. If the NACAS CEO requests additional funds for these registration waivers, those additional fund disbursements are subject to approval by the Foundation Board of Directors.

604 – GRANTS

The NACAS Foundation provides funding for a Grant designed to support student success on college and university campuses by addressing student basic needs.

Administrative Regulations

Administered By: NACAS CEO

1. The Foundation Board of Directors shall include disbursements for the Grant in their annual budget. All disbursements shall abide by any Grant Agreements, if applicable, as well as Section 300 of this policy manual.
2. The Foundation Grant Advisory Committee, comprised of both Foundation and non-Foundation members, will receive applications annually for the Grant by a date determined each year.
3. All college and university auxiliary enterprises are eligible to apply for the Grant. NACAS membership is not a requirement to apply.
4. The Foundation Grant Advisory Committee will review applications received by the posted deadline, using criteria established by the Foundation Board of Directors or as listed in any applicable Grant Agreements.
5. Multiple winners may be chosen as long as the total grant award does not exceed the annual amount budgeted by the Foundation Board of Directors.
6. Disbursements of funds to the chosen recipient(s) of the Grant will occur within 30 days of the notification of acceptance.
7. The Foundation Board of Directors will establish required reporting from all recipients of the Grant to show how the awarded funds have been used for the purpose stated in the application.

Section 700 - TRAVEL AND EXPENSE REIMBURSEMENTS

701– BOARD TRAVEL

The NACAS Foundation may require Foundation Board members to travel on behalf of the NACAS Foundation, for both regular board meetings (Leadership Team Meeting, Summer Board Meeting), NACAS events, and other NACAS Foundation business as determined by the Foundation Board of Directors.

Foundation Board members serve without remuneration, except that such members are reimbursed for travel and incidental expenditures incurred when traveling on behalf of organizational business. Procedures for reimbursement for travel and incidental expenditures are set forth in the Administrative Procedures.

The NACAS Foundation Policy on Board travel is as follows:

1. The NACAS Foundation will pay for travel and registration fees for up to three retired Foundation Board members to attend the C3X Conference & Expo. No other reimbursement will be made for Board attendance at the C3X Conference & Expo. Exceptions to this policy may be granted to

Board members who are unable to secure institutional funding to attend the C3X Conference & Expo. These exceptions are subject to approval by the Foundation Board of Directors and may be granted for partial or full payment of costs.

2. If extra expenses are incurred at the C3X Conference & Expo as a result of early arrival/late departure required to attend Foundation Board meetings, expenses for the additional travel dates may be reimbursed if within the established budget.
3. No reimbursement will be made for Foundation Board meetings held at a Regional Conference if the member belongs to that Region. If extra expenses are incurred as a result of early arrival/late departure required to attend a Foundation Board meeting, expenses for the additional travel dates may be reimbursed if within an established budget.
4. The NACAS Foundation will cover the costs for Foundation Board members for travel to the annual Leadership Team Meeting and annual Summer Board Meeting.

Administrative Regulations

Administered By: NACAS CEO

Regulations:

1. The NACAS Foundation shall reimburse Foundation Board member expenses for events outlined in this section in accordance with the regulations set forth in NACAS Policy Manual Section 1007.

702– STAFF TRAVEL

It is the policy of the NACAS Foundation to reimburse the NACAS Staff for organization related expenses.

1. Staff must be pre-approved for travel by the NACAS CEO.
2. Purchases should be made on a corporate credit card. Expenses should only be incurred on a personal credit card if a corporate card is not available. Expenses will be reimbursed if within an established budget and approved by the NACAS CEO.

Administrative Regulations

Administered by: NACAS CEO

Regulations:

1. NACAS shall reimburse staff member expenses for events or materials outlined in this section in accordance with the regulations set forth in NACAS Policy Manual Section 1007.
2. The NACAS Foundation shall only cover staff expenses for business related to the NACAS Foundation. The NACAS Foundation will not reimburse expenses for any business related to NACAS, a NACAS Region, or other entity.