



## **NASPA Foundation Constituent Group Special Interest Fund Fundraising Guidelines and Application**

The NASPA Foundation serves to support NASPA initiatives through fundraising with its members and related sponsors. All fund solicitation supported by the Foundation must be directly related to NASPA's mission and values.

As the NASPA Foundation has grown in reach and visibility, more and more members are expressing the desire to give to their area of focus within NASPA. In an effort to be donor-centered, the NASPA Foundation established a process by which NASPA Constituent Groups can request a dedicated fund within the Foundation. The goal of such funds is to develop long-term, sustainable funding for a Constituent Group, ultimately in an endowment.

The funded area must be a part of NASPA and support the overarching purpose of the Constituent Group or Signature Program. Special Interest Funds for signature programs or events apart from Constituent Groups will be reviewed on a case-by-case basis by the Foundation. Signature programs are defined as long-standing (minimum of three years), annual programs that are often held in conjunction with large scale NASPA events and do not have a funding source commensurate to their expense need. These programs have an established presence and provide educational content and engagement for members. An example includes the African American Male and Female Summit.

The NASPA Foundation will host Special Interest Funds if the following criteria are met:

1. Funds may be used for projects such as scholarships, awards, research grants and events which educate/engage the community. Examples might include a research grant on a vital question or a scholarship for a young professional to attend a NASPA educational program.
  - a. **In order to use funds for awards and scholarships, the award/scholarship must be a pre-approved award program vetted by the NASPA Board of Directors.**
  - b. If creating new scholarships and awards, be sure to follow the guidelines set in place for creating new awards and scholarships prior to advertising.
2. Funds may NOT be used for personal benefit of an individual, alcohol, bar fees, payments to other associations, non-NASPA conferences or workshops or non-NASPA charitable group.
3. The sponsoring Constituent Group or signature program completes the NASPA Foundation Special Interest Fund application process.

The NASPA Foundation will NOT support funds or fundraising/solicitation which:

1. Is not fully coordinated with the NASPA Foundation and staff.
2. Seeks to bypass charitable rules or regulations, particularly with regard to non-tax-deductible activities. Fundraising activities such as raffles, silent auction items, event tickets, etc. are NOT tax deductible. While such proceeds can be deposited to a Special Interest Fund, they will not be treated as gifts from individuals.

NASPA Foundation Special Interest Fund Application Process:

1. Formal NASPA Constituent Groups or Signature Programs complete the NASPA Foundation application form.
2. Written pledge forms and/or contributions totaling at least \$1000 must be submitted with the application form. Regarding pledges, only the gift included with the initial pledge, not the full pledge amount will count toward the \$1,000 request.
  - a. Donations will be processed once the fund is approved. Funds are not able to be allocated to the fund prior to fund approval.

3. Timeline:

- a. Applications will be accepted twice a year – July 31 and January 31.
- b. Applications submitted by July 31 will be reviewed at the September Foundation board meeting and applications submitted by January 31 will be reviewed at the March Foundation board meeting. Applications will be considered and approved at Foundation board meetings and *initial gifts/pledges will be held until the approval process is complete.*
- c. June 30 – Spending amount for the new fiscal year is determined, based on the June 30 fund balance.
- d. July 1 – Funds are available.

Once a fund is created:

1. As gifts and pledges are paid into these funds, 10% will be directed to the NASPA Excellence Fund, to support NASPA Foundation initiatives which benefit the greater NASPA membership as a whole.
  - a. 10% will be directed to the NASPA Excellence Fund at the end of each fiscal quarter from cash donations received. This includes one-time gifts and committed pledges.
2. All funds will be required to maintain a minimum balance of \$500.
3. All funds continuously roll over, year-to-year.
4. While a Constituent Group or Signature Program can deposit proceeds from a raffle, program, merchandise sale, auction, event tickets, etc., no charitable receipts will be issued for such items.
5. Available spending for a fiscal year will be determined following June 30 of the previous year. No more than 50% of the June 30 balance may be spent in the following year. This ensures the long-term growth and viability of the fund. No accounts will be allowed to run a negative balance.
  - a. Available spending will include the cash amount available on-hand, not the total amount raised (i.e. pledge donations with future payments not yet received).
6. Every fund will have a NASPA staff liaison, as appointed by the NASPA President, to assist with information regarding the Special Interest Fund.
7. Special Interest Fund reports will be shared at the end of each fiscal quarter with the fund liaison. This report will include donor names, mailing address, emails, total amount raised as of July 1, and the number of donations received.
  - a. The NASPA staff will not provide reports outside of the fiscal quarter reporting structure.
  - b. The NASPA staff will not be able to create donor categories based on dollar amount specific to each fund's preference. The NASPA staff encourages groups to model their donation tiers off the Foundation's Giving Levels (see here for details: <https://www.naspa.org/foundation/make-a-gift>).
8. For Special Interest Funds for Knowledge Communities, the process for spending funds must conform with the "Fundraising and Sponsorship Guidelines for NASPA Knowledge Communities" and "Budget Policies and Expectations for Knowledge Communities" (see appendix.) Most notably:
  - a. Each Knowledge Community is expected to exercise fiduciary responsibility as a custodian of NASPA Foundation funds.
  - b. While it is reasonable to assume that some expenses will support hospitality (e.g., catering expenses), these expenses should account for no more than 50% of the KC's annual spending budget from the Knowledge Community Fund. NASPA funds may not be utilized for the purchase of alcoholic beverages.
  - c. Prior to incurring an expense, KC leaders must secure approval from the NASPA Office Liaison for the purchase.
9. Whenever NASPA Foundation Special Interest Funds are utilized, the Foundation should be acknowledged. For example "This program (event/grant/scholarship) is made possible by your gifts to the NASPA Foundation."
10. All Special Interest Funds are managed by the NASPA Office; Groups may not establish separate accounts to hold funds of any type.
11. Special Interest fund Chairs/Co-chairs should submit an annual budget to the NASPA Foundation Staff and the NASPA Office Liaison by **August 15** expressing how the group intends to spend its fiscal allotment from their Special Interest Fund for each fiscal year (July 1 – June 30).

Fundraising for a new fund:

1. Constituent Groups or Signature Programs that have established a fund will be allowed to make **one targeted ask per year (in coordination with NASPA Foundation staff)**, typically via the NASPA Constituent Group

communication tool. Most NASPA members have many points of engagement and will receive multiple solicitations during the year. It is important that we don't over-ask NASPA members, lest they become frustrated with too many solicitations. Constituent groups or signature programs disregarding this guideline will lose their fundraising privilege.

2. Approved funds will be included on Foundation solicitations and on the online donation form. Donors will be able to choose a Special Interest fund, even if responding to a broader solicitation.
3. Gifts from current NASPA members to Special Interest Funds will count toward #NASPAgives donor and dollar goals.
4. Pledge levels separate from the Foundation pledge levels may not be created. Special Interest fund leadership will be made aware of pledges and donations made in honor of the Special Interest fund, however specific donor information such as amounts may or may not be shared based on donors preference when submitting their donation form.

Additional notes/considerations:

1. Existing pledges cannot be re-directed to new funds. The Foundation has already booked existing pledges and factored them into budgets and spending.
2. No charitable receipts will be issued for non-deductible activities, including (but not limited to) raffle tickets, auction items, event tickets, self-benefit, etc.



## NAPSA Foundation Special Interest Fund Application

This application form must be signed by the Constituent Group or Signature Program Chair/Co-chairs and submitted to Lucy Fort, associate director of the NASPA Foundation ([lfort@naspa.org](mailto:lfort@naspa.org)) and NASPA Staff liaison for the Constituent Group or Signature Program.

For all groups, written pledge forms and/or contributions totaling at least \$1000 must be submitted with the application form. Regarding pledges, only the gift included with the initial pledge, not the full pledge amount will count toward the \$1,000 request.

Request submitted by Constituent Group / Program: \_\_\_\_\_

Chair/Co-chairs: \_\_\_\_\_

Institution: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

NASPA Volunteer Role: \_\_\_\_\_

On a separate page, please answer the following:

Please explain the purpose of the fund you would like to create:

How will the Constituent Group or Signature Program use this fund for the creation and sharing of knowledge?

How does this fund support NASPA and its members?

Who will primarily be interested in supporting this fund?

If applying as a Signature Program, please describe the current funding source, the relationship to a large-scale NASPA program, and the educational content and engagement opportunities provided to members.

**In requesting this fund, I/we understand:**

1. Funds may be used for purposes such as scholarships, awards, research grants and events which educate/engage the community.
2. Funds may NOT be used for personal benefit of an individual, alcohol, bar fees, payments to another association or charitable group.
3. As gifts and pledges are paid into these funds, 10% will be directed to the NASPA Excellence Fund, to support NASPA Foundation initiatives which benefit the greater NASPA membership as a whole.
  - a. 10% will be directed to the NASPA Excellence Fund at the end of each fiscal quarter from cash donations received. This includes one-time gifts and pledge payments made.
4. All funds will be required to maintain a minimum balance of \$500.
5. Available spending for a fiscal year will be determined on June 30 of the previous year. No more than 50% of the June 30 balance may be spent in the following year. This ensures the long-term growth and viability of the fund. No accounts will be allowed to run a negative balance.
  - a. Available spending will include the cash amount available on-hand, not the total amount raised (i.e. pledge donations with future payments not yet received).
6. Whenever NASPA Foundation Special Interest Funds are utilized, the Foundation should be acknowledged, for example "This program (event/grant/scholarship) is made possible by your gifts to the NASPA Foundation."
10. Constituent groups or Signature Programs will be allowed to make one targeted ask per year (in coordination with NASPA Foundation staff), typically via the NASPA Constituent Group communication tool. Groups disregarding this guideline will lose their fundraising privilege.
11. Approved funds will be included on Foundation solicitations and on the online donation form. Donors will be able to choose a Special Interest fund, even if responding to a broader solicitation.
13. Existing pledges cannot be re-directed to new funds. The Foundation has already booked existing pledges and factored them into budgets and spending.
14. While a constituent group or signature program can deposit proceeds from a raffle, program, merchandise sale, auction, event tickets, etc., no charitable receipts nor individual donor credit will be issued for non-deductible/non-gift activities.
15. Gifts from current NASPA members to Special Interest Funds will count toward #NASPAgives donor and dollar goals.
16. A Foundation Special Interest Fund coordinator must be submitted at the time of application and a budget by August 15.

Applicant:

Approved:

\_\_\_\_\_  
Signature –Group Representative

\_\_\_\_\_  
Signature - NASPA Foundation Board Chair

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Constituent Group / Signature Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
NASPA Volunteer Role

\_\_\_\_\_  
Date