**ADMINISTRATIVE POLICIES**

**COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS**

**CHAPTER 3**

**SPONSORSHIP POLICIES**

AUTHORIZING SOURCE: WAC 34-02 and RCW 43.117

EFFECTIVE DATE: March 19, 2016

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APPROVED BY:

Chair Executive Director

**3.10 Sponsorship Rules – External**

3.10.30

Monies withdrawn or utilized from the Commission’s donation account may be used to sponsor events hosted by other entities, state agencies, non-profits, or community organizations, referred to henceforth as Organization or Organizations. Monies may not be used to support political or commercial, for-profit endeavors or non-profit fundraisers. Said expenditures must fit the following criteria:

* + - * The event must further the Commission’s mandate as specified in its mission statement and further defined in its strategic plan. Any request for sponsorship provided by an Organization must state how the event or activity aligns and helps fulfill the mission and objectives of the Commission. Preference will be made for events that address a disparity or emerging concern of Asian Pacific American communities as identified by the Commission.
* The Organization seeking sponsorship funds for an event must make the request in writing and provide a written narrative of proposed use of funds.
* The Commission must be designated as a co-sponsor of the event. The Commission must receive recognition of its contribution via advertisement, acknowledgement, display of its logo, or some other equal form of recognition the Commission deems fit. The event must provide an opportunity for Commission staff and/or Commissioners to participate in organizing, tabling, facilitation, and/or presentation, or other form of participation the Commission deems fit.
* The Organization seeking sponsorship funds for an event must submit an Application of Sponsorship thirty (30) working days prior to the Commission’s Public Board Meeting preceding said event. Commissioners may submit applications on behalf of an organization.
* The Organization seeking sponsorship funds may not utilize any funds provided by the Commission for alcohol, tobacco, or other federally-controlled substances.
* The Commission reserves the right to inquire about other sources of funding an organization has received prior to receiving funds from the Commission.
* The Commission reserves the right to request a proposed event budget from any Organization seeking sponsorship funds.
* The Commission reserves the right to request a breakdown of budgeted and actual expenses of funds provided by the Commission from the Organization seeking sponsorship funds.
* The Commission reserves the right to request any excess funds which were provided by the Commission to be returned to the Commission by the Organization within thirty (30) working days after the completion of the event.