

Fundraising Procedures for Working Groups

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IEEE Policy on Fundraising

IEEE Policies: http://www.ieee.org/documents/ieee_policies.pdf

"9.13 Solicitation of Voluntary Contributions

- The IEEE and the IEEE Foundation may accept voluntary contributions in support of their purposes and objectives. Plans by any IEEE organizational unit for solicitation of contributions to IEEE or the IEEE Foundation from within or outside the IEEE must be submitted for prior approval by the IEEE Board of Directors unless specifically stated otherwise in the Bylaws. Plans for solicitation of contributions to the IEEE Foundation shall additionally require prior approval by the IEEE Foundation Board of Directors. Each solicitation proposal shall be accompanied by (1) a statement as to its purposes, (2) sources to be canvassed, (3) estimated costs and source of funding, and (4) estimated revenues. "

"11.7 Fund-Raising: Receiving Grants and Contributions

- It is the policy of IEEE to comply with all applicable charitable solicitation and donation laws, U.S. and elsewhere (at each governmental level).
- The coordination and specific procedures pertaining to fundraising activities and contributions, and the submission of proposals and receipt of grants shall be specified in the **IEEE Finance Operations Manual**. "

IEEE Finance Operations Manual

IEEE Finance Operations Manual:

<http://www.ieee.org/documents/finopsmanual.pdf>

"FOM.7 - B. Scope

- Any member, staff member, or volunteer who wishes to conduct any type of fundraising project or initiative in the name of, or for the benefit of, any IEEE department, organizational unit, or group, shall follow the procedures established in this IEEE Fundraising Policy as well as in any other areas of the IEEE Policies that refer to use of IEEE resources"

"FOM.7 - C. Definitions

- Fundraising Solicitation- The direct or indirect request for gifts, monies, or other items of value by, in the name of, or for the benefit of the IEEE. "

"FOM.7 - D. Contribution Procedures

- The IEEE Development Office is the primary office to support and coordinate fundraising activities for IEEE organizational units, members, and staff worldwide. This Office shall be informed, in writing, of any fundraising activities at least 60 days in advance of such activities.
- In order to preserve the intention of the donor and to make clear the time frame of annual and multi-year gifts, gift agreements shall be created for charitable contributions of at least US\$5,000."

Fundraising Procedures

1. Notify the IEEE Development Office of any fundraising activities at least 60 days in advance.
2. Find a current director of the IEEE Board to agree to sponsor the item. The IEEE-SA President is a director and is the logical choice for WGs.
3. Prepare a proposal and a budget (aka financial impact). (Examples are attached)
 - If you wish, the IEEE Development Office staff will review the proposal before you submit it.
4. The sponsoring Director emails the proposal and budget to the IEEE Board at corp-agenda@ieee.org.
 - To make a particular IEEE Board agenda, the proposal must be sent by the "original item" deadline. For example, May 18th (for Jul mtg), Aug 10th (for Sept mtg), and Sept 28th (for November mtg)
 - BOD schedule: <http://www.ieee.org/documents/bodmeetschedule.pdf>
5. After the IEEE Board approves the proposal, the WG Chair works with the IEEE Development Office to write the appeal letter.
6. The IEEE Development Office or the WG Chair distributes the appeal letter to potential donors.
7. Donations are sent to the IEEE Development Office. The Development Office sends an acknowledgement letter to each donor and transfers the funds to the WG's concentration banking account.
 - The WG can help draft the text of the acknowledgement letter
 - The Development Office can send the WG a copy of each acknowledgement letter

Independent Contractor Agreement

1. The IEEE-SA Operations Manual clause 5.3.12 authorizes Sponsors/WGs to execute contracts for meeting expenses. However, WGs should not execute independent contractor agreements (ICA).
2. The IEEE has a rigid process for ICAs
 - http://www.ieee.org/membership_services/services/financial/contracts/contractor_qualifications.html
3. Per IEEE Strategic Sourcing, "Independent Contractor Agreements follow a very rigid process of evaluation and execution. Working groups cannot execute independent contractor agreements, without going through the IEEE procurement process. That process requires that procurement execute those contracts."
4. Because of the complexity and time requirements of the IEEE procurement process, the IEEE-SA requires that IEEE-SA Professional Services manage all ICAs for WGs.