

Guidelines for accepting gifts

Adopted Nov. 2, 2006

The College of Pharmacy will support student events and organizations until Dec. 31, 2006. Beginning Jan. 1, 2007, students and their organizations may resume requesting and accepting donations according to the guidelines outlined on the attached pages.

As the official student organization, College Board will be funded every academic year with college funds. This funding will be in addition to money received from GAPSA and locker sales. Requests for additional funding should be presented to the associate dean for student services. College Board events cannot be sponsored by any outside entity.

To be considered for funding through Dec. 31, 2006, student organizations, individual students or groups of students should present a detailed budget outlining revenues and expenditures for events the organization/group/individual students hosted.

Funding for new events will be considered after the organization's advisor reviews a detailed budget and presents the request and budget to the associate dean for student services.

The attached are guiding principles for events offered through the college, college-sponsored organizations, college-affiliated organizations or informal groups of or individual students working through the college to offer an event or activity. The exception to these policies are professional and college-related organizations, including but not limited to Minnesota Pharmacists Association, Century Mortar Club and Pharmacy Alumni Society.

Questions about implementation of this policy should be directed first to the student organization's advisor or, in the absence of an advisor for an official group, to the associate dean for student services.

Specific questions about use of logos, wordmarks, publications or links should be directed to the college's director of communications.

Student organizations, individual students or groups of students will:

- Present a budget and outline detailed funding requests of monetary funding and in-kind donations to their faculty advisor with outline of intended uses. In the absence of a faculty advisor, students will present detailed budget as explained above to associate dean for student services. The detailed budget will include explanation of previous sources of funding. The faculty advisor will meet with the associate dean for student services to determine what will be funded.
- Not accept any donation—monetary or in-kind—from an external organization without reviewing it with associate dean for student services
- Refrain from using donations to purchase alcohol
- Maintain the privacy of student email list serves and not share them with ANYONE outside the college

When any donation of monetary or in-kind donations is approved/accepted:

- Donors can be thanked verbally—i.e., the student organizing group publicly thanks XYZ company for its generous gift that made the event possible
- Any public remarks by external, non-college-affiliated organizations, companies or corporations should be limited to recognition of the importance of event and work of students and not include remarks that could be construed as recruitment or offers of future employment
- Names of donors can be listed on the back of printed material used for the event.
- Donors will be recognized in the college's annual report as contributors to the college. Student organizations are responsible for providing the names of any contributors to the associate dean for student services
- No logos or company wordmarks are to be used on any printed publication
- No logos or company wordmarks of any kind are to be used on any electronic publications, including Web sites
- No links to company/donor Web sites are to be posted on any Web sites—regardless of whether the sites contain a .umn.edu domain or are hosted by another provider and linked to a college-approved Web site—or included in any printed material

Guidelines when approached by outside external, non-college-affiliated organizations, companies or corporations

- All offers of monetary or in-kind donations must be presented to the student group's advisor, or in the absence of an advisor, directly to the associate dean for student services
- Any requests to purchase meals for students or conduct any presentations must be approved through the associate dean for student services.
 - These guidelines do not apply to companies that host lunches or events off campus and invite students using their own resources and not relying on University resources, including but not limited to space, list serves, mailing lists, student mailboxes, bulletin boards and other spaces to promote events/activities, Web sites or written or electronic publications or communication tools
- Events or acceptance of any monetary or in-kind-donations scheduled or accepted without prior approval are subject to cancellation

Definitions

- External organization: Non-college-affiliated organizations, companies, corporations or businesses, including but not limited to pharmaceutical companies, pharmacies (chain and independent). Excluded from this are professional organizations, included, but not limited to, the Minnesota Pharmacists Association, the American Association of Colleges of Pharmacy, The American Pharmacists Association.
- Internal organization: College-affiliated or college-sponsored organization, including, but not limited to, the Pharmacy Alumni Society, the Century Mortar Club, College Board
- In-kind donations: Items, services or tangible goods provided to the College of Pharmacy, its students, student organizations or groups of students without cost. Examples of in-kind donations include, but are not limited to, medical supplies, use of space, office supplies, speakers,
- Existing events: Events or activities on record with the College of Pharmacy that took place in the 2005-06 academic year.

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