



Standard Operating Procedure

Procedure Title: *External Community Sponsorships*

Procedure #: *EXA.001*

Revision #:

Unit Responsible: *External Affairs, Development, and K-12 Operations*

Individual Responsible: *Associate Vice President – External Affairs, Development, and K-12 Operations*

Effective Date: *01/01/2020*

Initial Approval Date:

Last Review/Update Date:

Next Review Date:

***Does this procedure support a Board Policy? Yes**

If yes, identify: [5.040 – External Community Sponsorship](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? Yes**

If yes, identify: [2A, 5B1](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation? No**

If yes, identify:

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



External Community Sponsorships, BP 5.040

1. *Purpose*

As a public institution, the College must spend taxpayer dollars appropriately, and only for the purpose of directly supporting the mission and goals of the College. College funds generally should not be used to support non-profit and governmental organizations except when there is a direct exchange for a measurable good, service, or benefit that is of similar or equal value.

2. *Scope*

This policy applies to all external community sponsorships.

3. *Prerequisites*

- Completed Application for External Community Sponsorship
- W-9 or other non-profit documentation

4. *Responsibilities*

The Associate Vice President (AVP) of External Affairs, Development & K-12 Operations is responsible for preparing and implementing the External Community Sponsorships procedure.

5. *Procedure*

- Intake of sponsorship by the office of External Affairs, Development, and K-12 Operations (Admin Asst and AVP)
 - Review of documents
 - Meeting with community member, if necessary
- Approval of sponsorship request (AVP)
- Processing the sponsorship (Admin Asst)
 - Obtain invoice
 - Requisition, payment and receiving
- Documentation/Tracking (Admin Asst)
 - Sponsorship Log
- Marketing, if needed (Admin Asst)
 - Digital or print advertisements
- Handling of tickets (Admin Asst)

6. Reference

- [External Sponsorship Application](#) (N:\EXEC-Division\EAD\Sponsorships)
- [Sponsorship Log](#) (N:\EXEC-Division\EAD\Sponsorships)
- [Marketing Request](https://internal.lcc.edu/marketing/services/request/form.aspx) (https://internal.lcc.edu/marketing/services/request/form.aspx)

7. Definitions

n/a