



Administrative Policy

Policy Title:	College Sponsorships
Policy Number:	2107
Date Adopted:	6/20/2012
Version:	5.0
Review Cycle:	Biennial
Date Last Reviewed	4/15/2020
Office Responsible:	Community Relations, Lenawee/Hillsdale Center Dean
Reviewing Committee:	Leadership
Related Policies:	
Related Laws:	

Policy Summary: College Sponsorships

In an effort for Jackson College to be seen as a good community member and supportive of initiatives that promote Jackson, Lenawee and Hillsdale Counties, education and strategic initiatives important to our citizenry, the College provides resources as the budget allows. These resources may include employee time, facilities, Jackson College gifts (apparel, tickets to performing arts shows, etc.) paid advertising, and monetary support.

Policy Statement

The community relations office reviews sponsorship requests from Jackson County community organizations. Hillsdale and Lenawee County requests go directly to the center dean. Many requests ask for monetary support of their fundraisers, gifts and prizes for silent auctions, and/or reduction in facility fee. Organizations need to be established Jackson, Lenawee or Hillsdale County nonprofit community organizations, and new organizations must provide proof of 501 C3 nonprofit status. The organization must provide a written request detailing what they are requesting in the way of support, to what organization, specifics about when and where the event is to be held, and what type of acknowledgment the College would receive for their contribution. Requests should be submitted and received no later than 90 days prior to the event/activity. Limited funds are available for sponsorships and not all requests can be approved.

Follow-up: Each organization that is successful in receiving some type of support from the College is asked to provide a final account of the event, including number of people in attendance, how much money was raised for their cause, proof of promotional acknowledgement (a program, pictures of the event that show a sponsor board, etc.). Completion of this step will be considered in future requests from the organization.

Date Of Change	Description of Change	Responsible Party
06.20.2012	Initial Policy	C. Allen
07.21.2014	Review – updated logo and College name	C. Allen
12.10.2015	Update for style guide	D. Schissler
05.31.2017	Review and updated	C. Allen
04.06.2020	Review and update	C. Allen