

## **MSU Administrative Professionals Association – MEA/NEA**

### **Community Based Events Ad-Hoc Committee**

#### **Purpose:**

- 1) Engaging APA membership through one of multiple formats
- 2) Providing avenues for the APA membership to find and participate in non-profit charitable organizations
- 3) Creating significant, impactful, organized support for select charities
- 4) Shifting stereotypes of organized public labor

#### **Guidelines in Selection of Organizations:**

- 1) Established 501(c)(3) organizations with charitable status are preferred
- 2) Organizations must be reconsidered /reviewed at a minimum of once per year
- 3) Organizations and events must be in line with APA values and be willing to recognize APA as a benefactor
- 4) Individuals may not be credited/benefit from efforts (i.e. APA will not endorse an individual runner to run X marathon for X cause, or raise funds for a specific, individual beneficiary) \*\* In such cases, donations should either be en masse to the organization, teams formed, or individuals encouraged to work directly with the organization\*\*
- 5) Organizations may not be religiously affiliated
- 6) Duplication of efforts with MSU are vetted with MSU Development
- 7) MSU beneficial, educational, human/labor rights, and local organizations should be considered whenever possible. Health and human condition organizations should have a broad appeal.

#### **Procedure for Organization/Event Consideration:**

- 1) Organizations or specific events must be submitted to the committee for consideration for either APA promotion –or– generic listing on the APA website
- 2) Members are notified through website and periodic email/newsletter communications of submission process
- 3) Items in order to be considered for APA promotion (e.g., top billing, emails, newsletter) must be submitted to the Committee in the form of a proposal (5 pg limit) containing:
  - a. Organization Background and Information
  - b. Relationship with APA (member) goals and values

- c. Giving –and– Volunteering opportunities
- d. Specific Communication, Work/Event, and Timeline plans
- e. Procedure for handling of funds (e.g. individual direct to agency, pass through in individual's name, en masse as APA; and the collection procedures)
- f. Staffing and Budget Plan (must identify specific staff, functions, and be self sufficient)
- g. Exit strategy if plans not met.

The Committee may need to contact the proposer for clarification or additional information.

- 4) Proposals are reviewed by committee and submitted, with recommendation, to the Executive Board for approval/denial/further consideration and, if appropriate, additional funding. Proposers may be invited to make a presentation to the Executive Board
- 5) Organizations/events proposed and not approved by the Executive Board for promotion may still be listed generically
- 6) Generically listed organizations/events should follow Guidelines and be submitted to the Committee with a short paragraph describing the entity and its relation to APA for posting on the APA website
- 7) Approved organizations/events demonstrating bad faith to APA values may be removed by APA Chairperson