

Solicitation Policy Minnesota Chapter of NIGP

- A. Chapter members may solicit contributions, both monetary and in kind types, for the Minnesota Chapter of NIGP. Contributions may include but are not limited to: grants, gifts, estate or will donations (planned giving), business and personal solicitations, positive check off funding, proceeds from sales (rummage, garage, jumble, auctions), legal games such as bingo or raffles, and enterprise operations such as E-bay.
- B. Members must submit a request (preferably on the Contribution to MN NIGP form) to the Board of Directors for approval prior to soliciting the contribution. The request must state what type of contribution is being requested and what the contribution will be used for. The purpose of the contribution must agree with the Purpose of the Chapter as stated in the Articles of Incorporation. The Board of Directors' decision will be final.
- C. Chapter members are instructed to avoid conflict of interest situations and ethically compromising appearances. Chapter members should adhere to the ethical and conflict of interest laws, rules, policies, and procedures of their individual entities. As chapter members are public procurement professionals, they may come under public scrutiny even though Chapter activities may be completely unrelated to their public duties and fall outside public authority.
- D. After Board approval, the specific contribution amount received must be reported to the Chapter Treasurer. The Chapter Treasurer will be responsible for acknowledging receipt of the contribution via a letter to the contributor. The Chapter's federal tax identification number, #41-1981156, shall be clearly stated in the letter. Documentation of these receipts must be kept for a minimum of three years for audit purposes.