



DONATION/SPONSORSHIP POLICY

Issue Date: August 25, 2003

Revision Date: September 2004

Revision Date: May 1, 2009

Revision Date: August 19, 2016

Revision Date: May 9, 2025

Purpose

The Rocky Mountain Section of the American Water Works Association (RMSAWWA or Section) is frequently asked for cash donations or to be a sponsor of an event from a wide range of groups, organizations, and event organizers. This policy has been developed to provide a system of granting donations or sponsorships that ensures funds are provided only for initiatives that are consistent with RMSAWWA goals and objectives.

Policy

RMSAWWA will provide assistance for activities, events, community groups, projects, research and the like within RMSAWWA's geographic boundaries, which are related to its goals and objectives.

The Treasurer will set up a category in the budget for this purpose. The amount budgeted will be determined during the annual budget process based on anticipated needs. The maximum contribution awarded to any individual request for donations/sponsorships shall not exceed \$2,500 annually.

Successful applicants must agree to recognize the sponsorship by representation of the RMSAWWA logo/identity within their endeavor.

Procedure

Applicants must complete a Donation/Sponsorship Request Form. Donations or sponsorships by RMSAWWA will only be considered for other organizations that are registered with the US Internal Revenue Service as a Section 501(c)3 non-profit organization. Requests for donations/sponsorships to be considered in the Section's annual budget shall be submitted by or before October 1st of each year and first directed to the attention of the Section Treasurer. The Treasurer will refer requests for donations and scholarships to the Section's Governing Board meeting held in November of each year along with a recommendation for action by the Board.



DONATION/SPONSORSHIP REQUEST FORM

Please submit completed form to:

Rocky Mountain Section of AWWA

**Attention: Executive Director
CSU Spur Hydro**

4777 National Western Drive, Denver, CO 80216

Email: info@rmsawwa.org

Date _____

Name of Requestor _____

Name of Organization _____

Is Organization a Non-Profit? _____

Name of Benefactor and/or Event _____

Nature of Request _____

Total Amount Requested \$ _____ **Date Needed By** _____

Approved/Denied by Governing Board _____ **Date** _____