



# CENTRAL FLORIDA CHAPTER BOAF/ICC, INC.



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## Sponsorship Policy

**Effective Date: September 4, 2024**

### 1. Purpose

The purpose of this Sponsorship Policy is to establish guidelines and procedures for soliciting, accepting, and managing sponsorships from external entities to support the activities, events, programs, and initiatives for the Central Florida Chapter of Building Officials Association of Florida, Inc.; commonly known as CFBOAF.

### 2. Definition of Sponsorship

Sponsorship is defined as a mutually beneficial partnership between CFBOAF and an external entity (individual, company, or organization) where the sponsor provides financial or in-kind support in exchange for agreed-upon benefits such as brand visibility, recognition, and/or access to CFBOAF's audience.

### 3. Principles

- **Alignment with Mission:** Sponsorship agreements must align with CFBOAF's mission, values, and strategic objectives.
- **Transparency:** All sponsorship agreements and arrangements must be transparent, documented, and comply with applicable laws, regulations, and organizational policies.
- **No Endorsement:** Acceptance of sponsorship does not imply endorsement of the sponsor's products, services, or views by CFBOAF.
- **Benefit to Both Parties:** Sponsorship agreements should provide tangible benefits to both CFBOAF and the sponsor, fostering a mutually beneficial relationship.

### 4. Sponsorship Guidelines

- **Eligibility:** Only entities that align with CFBOAF's values and mission may be considered for sponsorship.
- **Acceptance Criteria:** Sponsorship proposals will be evaluated based on factors including the sponsor's reputation, alignment with organizational values, financial stability, and potential benefit to CFBOAF.
- **Approval Process:** All sponsorship agreements must be approved by CFBOAF's Executive Board to ensure consistency with this policy and organizational objectives.
- **Benefits to Sponsors:** Benefits provided to sponsors may include but are not limited to recognition in marketing materials, event signage, digital media, and access to CFBOAF's audience.

## 5. Sponsorship Agreement

- **Documentation:** A formal agreement outlining sponsorship terms, obligations, benefits, and duration must be signed by both parties before sponsorship funds are accepted or benefits provided.
- **Financial Integrity:** Sponsorship funds must be used exclusively for the purposes outlined in the agreement and in accordance with applicable financial policies and procedures.

## 6. Recognition and Acknowledgement

- **Promotion:** CFBOAF will acknowledge sponsors in accordance with the terms of the agreement, ensuring recognition is commensurate with the level of sponsorship provided.

## 7. Monitoring and Evaluation

- **Review:** Sponsorship agreements will be periodically reviewed to assess effectiveness, satisfaction, and compliance with this policy.

## 8. Conflicts of Interest

- **Disclosure:** Any actual or potential conflicts of interest related to sponsorship arrangements must be disclosed promptly to CFBOAF for evaluation and appropriate action.

## 9. Compliance

- **Compliance:** All staff and volunteers involved in sponsorship activities must comply with this policy and related procedures.

## 10. Policy Review

- **Review:** This policy will be reviewed annually to ensure relevance and effectiveness.

## 11. Contact Information

- **Point of Contact:** For inquiries regarding sponsorship opportunities or to submit proposals, please contact any of the current Executive Board members.

This Sponsorship Policy is designed to guide CFBOAF's sponsorship activities in a manner that supports our mission while fostering positive relationships with sponsors.