	<b>LEVEL 1 FOUNDATION POLICY:</b> <b>PMIEF Board authors, approves and monitors</b>	<b>No.:</b>
		<b>Date Approved:</b>
		<b>Rev No.:</b>
<b>POLICY TITLE:</b>	PMIEF Board Member Donor Recognition Policy	<b>Rev Date:</b> 31 October 09
		<b>Page:</b> 1 of 2
<b>RESPONSIBILITY OF:</b>	PMIEF Board of Directors	
<b>PREPARED BY:</b> PMIEF Development Committee		<b>APPROVED BY:</b> PMIEF Board of Directors

**I. POLICY STATEMENT:** Donor recognition is an essential element of any fundraising program. The Board Members of the fundraising organization represent a unique class of potential donors. Consequently, the *PMIEF Board Member Donor Recognition Policy* is established and embedded herein as the Supporting Documentation for this Level 1 Policy.

**II. PURPOSE:** This policy is intended to provide guidance on PMIEF Board Member donor recognition element of the PMIEF development program. Also, the policy is intended to ensure that the expectation and recognition of PMIEF Board Members as donors is done in a prescribed and consistent manner.

**III. DESIRED RESULTS/OBJECTIVES:** The desired outcome of this policy is to ensure that there is a consistent set of expectations and guidelines pertaining to the recognition of philanthropic gifts made to the Project Management Institute Educational Foundation (PMIEF) by the members of the PMIEF Board of Directors. This policy provides clear direction for the PMIEF Board of Directors and provides an adequate basis for evaluating compliance with the policy.

**IV. DEFINITIONS:** No additional definitions needed.

**V. POLICY DISSEMINATION:**

**Internal:** PMIEF Board, PMIEF COO, and PMIE staff.

**External:** Utilized by PMIEF Board Directors, PMIEF COO, and PMIEF staff.


**V. SUPPORTING DOCUMENTATION:**

**PMIEF Board Member Donor Recognition Policy**

As a foundation, rather than an association of individual members, it is essential that each member of the board of directors exemplify the goals of the organization by personally donating to the foundation. Major donors often ask about level of board participation.

Accordingly:

1. Directors are expected to make a donation (cash or appreciated stock or securities) to the foundation each year. Willingness to give will be assessed by the Nominating Committee and considered a factor in selecting nominees.
2. Directors are encouraged to pay their own travel and incidental expenses associated with foundation business, whenever possible.

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3. Donations to the foundation by directors will be recognized in accordance with the same policies that apply to other donors, except that directors cannot opt out of disclosure and will be designated with an asterisk or other appropriate mark. Such recognition may include:
  - a. the annual report
  - b. online donor list
  - c. periodic campaign reports
Donor names will be posted under the appropriate giving level.

Items 1 and 2 will be effective immediately upon approval by the board. Item 3 is effective Jan 1, 2010.