



Sponsorship Policies

1. Before a proposal can be developed we must have identity of prospective sponsor.
2. Access to all membership and mailing lists will be carefully monitored. Names will be released to other educational facilities seeking to promote similar events, conferences, workshops and seminars.
3. We will not allow our name, marks and/or logo to be used in relation to an official endorsement of a sponsor's product or company without written authority.
4. We will not partner with tobacco, alcohol or firearms companies.
5. Sponsors providing in-kind support will be reviewed on a case-by-case basis to judge whether fair market value can be assessed and a mutually beneficial partnership can be achieved.
6. We will keep receipts of all fiscal transactions to provide full information to the IRS.
7. Corporate/Organizational sponsorships will not be a financial hardship to us.
8. Sponsors can work independently or collaboratively on programs design, content and executable strategy.
9. All sponsorships will be based on a written agreement.
10. Only sponsorship opportunities at the Premier Level may be negotiated through the Conference Coordinator or specific members of the Lehigh University Organizing Committee.
11. Platinum, Gold and Silver sponsorships will be offered on an individual basis. Partnerships are not permitted.
12. Sponsorship level donations of platinum, gold and silver within 3 months of the signature of the contract in 2008. No later than Spring 2009.
13. Premier sponsorship level donations may be donated no later than Spring 2009 and may be paid on a contractual basis.