

CSHP Board and Branch Reference Manual

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INTRODUCTION

CSHP recognizes that commercial entities, such as the pharmaceutical industry, make important contributions to health care. CSHP would not be able to provide many of its programs without support from corporate entities. This support may take the form of donations, sponsorship of events, or purchase of CSHP services (such as advertising in CJHP or the purchase of exhibit booths at conferences).

As the national voice of hospital pharmacists, it is important for stakeholders, both internal and external, to have confidence in the independence and integrity of the opinions stated by CSHP (whether in its official publications, advocacy campaign materials, or otherwise).

POLICY

1. All support must help advance CSHP’s Mission and Vision, be consistent with our Values, and not influence CSHP’S determination of its activities, strategic planning, or operational agenda.
2. Acceptance of sponsorship by CSHP does not imply endorsement of the sponsor or its policies, products or services.
3. CSHP will not accept support for any activity related to governance, strategic planning and policy development.
4. CSHP is not obliged to accept any offer for sponsorship.
5. CSHP will maintain control over all aspects of any sponsorship received including content, subject matter and delivery.
6. CSHP will make certain that the sponsor’s opinions do not interfere with those of CSHP.
7. CSHP may seek and accept support for the following programs and services:
 - a. Educational events.
 - i. Industry sponsored satellite symposia at CSHP educational events are not organized by CSHP. Funding is provided by the sponsor, and the topic and speaker are identified by the sponsor.
 - ii. The topic must be approved by the Educational Services Committee.
 - b. Social functions or other activities at educational events.
 - c. Awards Program.
 - d. Publications (including Official Publications) or promotion of materials, such as practice tools, for the purpose of advancing pharmacy practice.
 - e. Research projects.
 - f. Advocacy campaigns.

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8. Any support received for an activity or program of CSHP must be acknowledged in an appropriate manner, as defined by CSHP.
9. CSHP will follow standard business practices with respect to sales of CSHP services to corporate entities.
10. CSHP shall be careful to avoid any real or perceived conflict of interest when soliciting and accepting sponsorships. CSHP requires annual disclosure of conflicts of interest by Board members, committee/ task force members, employees, Branch councils and committees, and other stakeholders. Refer to the Conflict of Interest Policy for more detail.
11. At all times CSHP will ensure that its intangible intellectual assets, including its logo, are protected and are not used by the sponsor in a manner contrary to CSHP policy
12. Full disclosure of all sponsorship for the previous calendar year (identifying the corporation, dollar amount, purpose, date) shall occur at the Midterm Board meeting.
13. All interactions between CSHP and sponsors will be conducted in an open and transparent manner, and may be guided by a collaborative agreement. CSHP shall fully disclose the source of any sponsorship, the explicit use of the granted funds and the role of the sponsor (or absence thereof).
14. Activities supported through sponsorship must preserve CSHP's independence and integrity.
15. Multiple sponsors for a specific project/event will be sought whenever feasible.

DEFINITIONS

Support/ sponsorship: the full range of relationships between CSHP and other corporate bodies, whether they are for-profit, not-for-profit, or governmental. This includes purchases of services such as advertising or exhibit space, support for educational programs, and sponsorship of activities, including in kind support.

Educational support/ donations/ sponsorship: support received for the purpose of enabling provision of an educational program. Although directed to providing an educational program, the specific use of the support is controlled and directed by CSHP, not the entity providing the support.

This policy applies to CSHP National and all its branches. Questions regarding this policy and procedures should be directed to CSHP National.

PROCEDURES

Control of sponsorship received

A. National

1. All sponsorship shall be received and dispersed by the National office according to CSHP's standard business practices.
2. All records of sponsorship received will be maintained by the Finance Administrator.
3. All sponsorship money will be dispersed by the Finance Administrator according to the conditions of the sponsorship.

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B. Branches

The following procedures apply for the handling of all sponsorship to the branches. All sponsorship received by the branches shall be handled by the national office.

1. Sponsorship received directly to the branch shall be forwarded to the Finance Administrator at the national office. The branch secretary/treasurer (or treasurer if the position has been broken into two roles) can make arrangements with the Finance Administrator to have the sponsorship check sent directly to the national office.
2. All records of sponsorship received will be maintained by the branch secretary/treasurer (or treasurer if the position has been broken into two roles) and the Finance Administrator at the national office.
3. All sponsorship money will be dispersed by the Finance Administrator at the national office according to the conditions of the sponsorship.

Recognition of sponsorship

1. In the fall of each year the national office will calculate all sponsorship received to national and the branches from our industry partners for the last calendar year for acknowledgement purposes.
2. The recognition of sponsorship will include the identity of the sponsor and a message that conveys compliance with the relevant portion of this policy. For example, sponsored educational events could include the following message: CSHP gratefully acknowledges Company XYZ for their sponsorship of this program. The funds received have not influenced the educational content of this program.
3. The decision to use the sponsor logo is subject to approval by CSHP National and the sponsor. Factors such as the amount of sponsorship received and available layout space may influence the decision.