

## ASTC BOARD OF TRUSTEES GIVING GUIDELINES

ASTC Board members make numerous contributions to better the organization and connect students at New Mexico State University with professional theatre artists to enrich their educational path. One important contribution board members make is a financial gift. Each board member should consider American Southwest Theatre Company one of his/her top three philanthropic priorities and make an annual gift that reflects that priority.

Board giving is distinct and in addition to attending and sponsoring special events, buying tickets, or otherwise participating in our activities. The Board will set a giving goal as part of the annual budget approval process and review it on an annual basis. Monthly financial reports will include an update on Board giving and all prospective Board members will be given a copy of this policy.

The annual giving guidelines are:

- 1) Board members will contribute \$100 during the fiscal year, July1-June 30.
- 2) In lieu of, or as part of, a cash donation, Board members may elect to join one of the guilds.
- 3) In lieu of, or as part of, a cash donation, in-kind donations that are both accompanied by a receipt and pre-approved by the Board President or Treasurer may be accepted.

A Board member unable to meet the annual giving guidelines may discuss the matter with the President to seek exemption. Student representatives on the Board are exempt from the annual cash donation giving. Student representatives are expected to contribute in a meaningful way such as participation in meetings, sitting on committees, and assisting at events. Ex-officio members may donate, but are not required to do so.

Reapproved: May 24, 2018

Reviewed and updated: May 17, 2015