



**FRAMINGHAM  
STATE  
UNIVERSITY**

Diversity, Inclusion and  
Community Engagement

### **MetroWest Community Organization Sponsorship Form**

*Please complete and return this form to Anna Parsons at [aparsons1@framingham.edu](mailto:aparsons1@framingham.edu). Submissions must be received 45 days prior to the event or initiative date for consideration.*

**Today's Date:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Organization Name** (\*Please attach your 501(c)3 letter): \_\_\_\_\_

**Name of Charitable Activity or Initiative:** \_\_\_\_\_

**Contact:** \_\_\_\_\_  
Name Title

\_\_\_\_\_  
E-mail Phone

**Business Purpose:** Please identify the strategic goal or core value that this event addresses: *See*  
[https://www.framingham.edu/Assets/uploads/about-fsu/presidents-office/\\_documents/strategic-plan-2017-22.pdf](https://www.framingham.edu/Assets/uploads/about-fsu/presidents-office/_documents/strategic-plan-2017-22.pdf).

*Please include the specific and quantifiable benefit to FSU.*

**Sponsorship levels and/or request (please include dollar amount):**

**Have we sponsored this in the past? If so, when?**

**How will FSU benefit or be recognized** (Banner? Advertisement? Program book? Mention in script? etc.):

**If a member of the FSU community is filling out this form and you've already identified the fund which is sponsoring this request, please indicate it here:**

*Please attach any supporting documentation for this request.*

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**Sponsorship Form- Instructions and FAQs:**

Please see below guidance in making a determination whether the event meets the requirements for the University to sponsor or make payment to a charitable organization. All approved events must provide justification that attendance at this event directly supports the University's mission, core values, and strategic goals. In addition, you may consult the Procurement Office or the General Counsel regarding questions of appropriateness of justifications for participation in the event. Bear in mind that all payments to charitable events are required to meet the three-factor test outlined in *Helmes v. Commonwealth*.

**1) *Does my event/payment have a Permissible Public Purpose?***

Public funds cannot be used for private purposes. The university has the right to spend money for any purpose where the public good of the University will be served but not where the expenditure of money is directly for the private benefit of certain individuals or groups, including the charitable organization. In these situations, if the dominant motive for the expenditure is a public one, incidental private benefits will not invalidate the expenditure. If, however, the dominant motive is to promote a private purpose, the expenditure will be invalid even if incidentally some public purpose also is served. Review the justification on the form against FSU's core mission and values to ensure they align. A "Good Neighbor" justification is not enough, nor is the fact that the charitable organization might serve a "good and noble cause." Events or sponsorships that do not provide a specific and quantifiable benefit to the University must be rejected.

**2) *Is my payment or contribution significantly aiding the charitable entity?***

Contributions that are "directly supporting or assisting its (the charity's) operations" are not permitted. The contribution must not be so significant as to allow the charity to operate or directly contribute to its expenses.

**3) *Is my donation or payment abusive or unfair politically or economically?***

Examples of abusive or unfair donations politically or economically are funds that support a specific political candidate or a political or economic cause that is unrelated to the mission or core values of the University.

**Unallowable Examples:**

- Payment to a neighboring local church to assist with their membership efforts
- Payment to the YMCA to assist in operating their day camps for children
- Payment to the Metrowest Chamber of Commerce to assist with business member recruitment efforts or to assist in general operating expenses

- Payment to attend a local fundraiser for community initiatives such as neighborhood redevelopment or building of a community park (no relation to FSU)
- Payments to support local youth sports programs
- Payment to a political party or candidate or political initiatives
- Payment to support a cause that is just and noble in itself, but is wholly unrelated to the FSU mission/goals

**Allowable Examples:**

- Payment to a charitable event where a speaker will provide professional development to attendees related to their positions and advancement of FSU mission and values
- Payment for a high school event where FSU will network with high school administration officials, guidance counselors and program administrators that will promote FSU as a choice
- Payment for a diversity training and awareness event for staff as this promotes professional development and is an FSU core value
- Payments to events where FSU will have staff and a table promoting recruitment, FSU programs, etc.

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**For Internal Use Only**

Approved:      **Yes**       **No**       Fund Org:                      Account Requested:

Fully Executed:      **Yes**       **No**

**Notes:**