

VLAB internal procedures for solicitation of gifts, sponsorships or donations

The VLAB Executive committee officers establish the following mandatory procedures to be followed when a VLAB member solicits gifts, sponsorships, or donations on behalf of VLAB:

1. VLAB member identifies a private or public source for sponsorship of a VLAB function.
2. Prior to discussing or soliciting a gift, sponsorship, or donation from the source, VLAB member shall send a written request to the current VLAB chair, or his/her designee, requesting authorization to proceed with solicitation of the gift, sponsorship or donation.
3. The written request shall include the name of the individual or organization, a point of contact, and a working phone number.
4. Thereafter, the VLAB chair, or his/her designee, shall forward this information to Maribel Ramos for written approval from the Governor's office pursuant to [§ 4-2.01\(a\)](#)