

**ARIZONA SPORTS FOUNDATION
VALLEY OF THE SUN BOWL FOUNDATION
FIESTA EVENTS, INC.
THE ARIZONA COLLEGE FOOTBALL CHAMPIONSHIP FOUNDATION
GIFT POLICY – STAFF AND BOARD MEMBERS**

During the general course of business you may find it necessary to give gifts on behalf of the business or may be given a gift from an outside source in appreciation of your efforts. The following guidelines will ensure that we are adhering to best business practices. If you have any questions contact your supervisor, Chief Financial Officer or Executive Director.

Accepting Gifts

Do not accept gifts that would appear to undermine or influence good business judgment. Do not solicit gifts or favors from the people with whom we do business. On occasion, you may accept novelties, promotional items of a nominal value or modest gifts within the guidelines below:

- The gift complies with the giver's company's rules.
- This happens only occasionally (once or twice per year).
- The gift was not solicited.
- Open disclosure of the gift would not embarrass our Company or the people involved.
- The value of the gift is under \$100 (U.S.).

You may accept an occasional invitation to a sporting activity, entertainment or meals if:

- The gift complies with the giver's company's rules.
- The gift was not solicited.
- The activity is infrequent and of reasonable and not excessive value.
- The disclosure of the activity would not embarrass our Company or the people involved.
- Your supervisor approves the activity in advance.

Note: The \$100 (U.S.) limitation does not apply to entertainment and therefore we use a reasonable standard. Remember, perception and moderation are key.

Gift Giving

In the event it is determined that a gift should be given to an individual that is not employed with the Company, it is necessary to follow the guidelines listed below:

- All gifts are to be approved by your supervisor.
- As there are tax implications with gift giving both for the Company and the recipient, it is necessary to check with the Accounting department to ensure you have covered all necessary tax requirements.
- If gifts are given to a Committee member, give the information to the Chief Operating Officer.
- If gifts are given to a Board member, the information should be given to the Executive Assistant to the Executive Director.
- Gifts given to volunteers are reported to the Chief Operating Officer.

Any gifts offered to a staff member that fall outside of the guidelines above should not be accepted. In the event staff is presented with a gift from the Company, the gift should be reported to the Senior Director of Business Operations. Taxes may be assessed.

Amended: December 13, 2019