



Immunize Kansas Coalition Guidelines Regarding Financial Support

Adopted September 9, 2019

Introduction. The Immunize Kansas Coalition (IKC) operates as a non-profit 501(c)(3) organization. Kansas Medical Society serves as our fiscal agent. The work of the Coalition is made possible through generous financial, in-kind, and volunteer contributions by governmental organizations, non-profit organizations, foundations, individuals, community and corporate partners including vaccine manufacturers and health plans.

To assure appropriate acceptance and use of funds, the IKC Board of Directors has adopted the following guidance. These guidelines were designed to ensure that funds are used to support activities that are consistent with the mission and scope of IKC and to minimize potential conflicts of interest and the appearance of conflicts of interest. They are consistent with policies of other nonprofit, public health membership associations. A copy of these guidelines will be made available to donors and publicly posted by IKC as appropriate.

Acceptance of funds from any source and IKC's relationship to donors shall be governed by the following guidelines:

Section 1. **Consistency with Mission and Scope:**

The mission and purpose of the Immunize Kansas Coalition is to protect every Kansan from vaccine preventable diseases.

- 1.1 All funding accepted will support the mission and scope of IKC, as stated in the bylaws. Use of funding will be determined by the IKC Board of Directors and will not be influenced by donors or partners. Funded activities may include advocacy, educational, and/or quality improvement activities, core operating support, as well as other activities deemed appropriate by the Board of Directors.
- 1.2. IKC will not accept support from partners whose policies are inconsistent with IKC's mission, vision and values. IKC reserves the right to decline or return funding for any reason.

Section 2. **Approval of Funding**

- 2.2 IKC may accept funding in the form of unrestricted grants, donations or other forms as approved by the Board of Directors.
- 2.3 Prior to the acceptance of any funding over \$1,000 or a gift of any size that would increase the total amount given by that entity beyond \$1,000 in any given IKC Fiscal Year, the contribution must be approved through a majority vote of the Board of Directors. The approval process will include a description of activities and/or staff time intended to be supported by the funding, the funding source, and any reporting or evaluation plans. Lower amounts may be brought to the Board of Directors at the discretion of a Board member or staff.



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Section 3. Objectivity

- 3.1 Participation in a partnership or acceptance of funds does not imply IKC approval of a partner's policies or endorsement of their products, services, publications, medications, or the organization or company itself.
- 3.2 IKC will not endorse any commercial products.
- 3.3 Neither partnerships nor financial contributions will influence the content of IKC programs, products, policy/advocacy activities, or services. IKC will remain an independent source of information and reserves the right to maintain complete control over all IKC programs, products, services and related activities. IKC will not accept funding that places restrictions on project content, design or format issues.
- 3.4 IKC will not advocate for a particular issue solely because it has received funding from a partner.
- 3.5 If representing IKC, no IKC staff member or member of the Board of Directors may solicit or accept an honorarium or payment of any kind for personal use from any donor or otherwise benefit from IKC financial interactions. Honoraria may not be received by individual staff or board members; however, they may be received by the Coalition.
- 3.6 Donors or partners may receive only those data that are appropriate for public release. No data will be released to the donor organizations that are deemed to be confidential in nature by IKC Board of Directors.
- 3.7 Donors and partners may participate in the activities of IKC to the extent that all Coalition members, regardless of financial contribution, are encouraged and welcome.

Section 4. Acknowledgement of Funds

- 4.1 The amounts and sources of all funding received will be clearly denoted in IKC Budget Reports, which will be reviewed quarterly by the Board of Directors.
- 4.2 IKC will document all activities supported by partner contributions to its members and the public as appropriate.

Section 5. Donor Adherence to Guidelines

- 5.1 For conferences and other activities, particularly if they involve Continuing Medical Education, donors will comply with the rules that govern displays and other promotional materials.
- 5.2 IKC will require final approval of donor materials bearing the IKC name and/or logo and prior approval of any statement by a collaborating entity that is intended for publication or broadcast that refers to IKC.