



Sponsorship of Members Engaged in Humanitarian Work: NSW OTA Inc Guidelines

1. Definition – Humanitarian work

When a person is devoted to promoting the welfare of humanity, esp. through the elimination of pain and suffering,^{1, 2} usually in a voluntary capacity.

2. Purpose

The purpose of the Guidelines on Sponsorship of Members Engaged in Humanitarian Works is to provide the NSW OTA Inc Executive with criteria to evaluate sponsorship applications.

3. Scope

The Guidelines on Sponsorship of Members Engaged in Humanitarian Works applies to applications by NSW OTA members seeking sponsorship from NSW OTA Inc for support in undertaking humanitarian works either alone or as part of a not-for-profit organisation.

4. Responsibility and Authority

- 4.1 The President shall have overall responsibility for the administration of the Guidelines.
- 4.2 It is the responsibility of the Secretary to present to the NSW OTA Inc Executive for consideration any request/s for sponsorship from members citing engagement in humanitarian works.
- 4.3 It is the responsibility and authority of the NSW OTA Inc Executive to duly consider the request and approve/deny payment where appropriate. The NSW OTA Inc Executive committee's decision is final.
- 4.4 The NSW OTA Inc Executive will determine an annual budget for such sponsorships based solely on the profits from NSW OTA raffles during the financial year.

5. Selection Criteria

- 5.1 Applicant/s must have been full financial member/s of the NSW OTA Inc for at least two consecutive years.
- 5.2 Applications must be in writing (using the NSW OTA Inc Humanitarian Guidelines Application form) stating the focus/scope of the humanitarian work. The member/s must state if they are undertaking the work alone or as part of a not-for-profit group/organization.

- 5.3 The applicant must provide proof of role/involvement in the humanitarian work.
- 5.4 The applicant must provide information regarding other sponsorship applications and/or fund raising activities undertaken/planned.
- 5.5 Applications must be received no later than 3 months prior to the date of the commencement of the work to be undertaken.
- 5.6 Applicants must have the written support of another financial member of the NSW OTA Inc.
- 5.7 The applicant may not apply for any further financial support for a 2 year period following successful application.
- 5.8 Once endorsed, the application is forwarded to the Honorary Secretary for consideration at the first Executive meeting following receipt of the application.
- 5.9 Applicants will be notified in writing of the result of their application.

6. Submission of report following completion of humanitarian work

- 6.1 The applicant/s must agree to present a report to the NSW OTA Inc regarding the work supported by the sponsorship.
- 6.2 Reports must be submitted to the Honorary Secretary within three months of the completion of the humanitarian work
- 6.3 Failure to submit a report will result in the NSW OTA Inc seeking the return of the humanitarian grant monies and refusing future education grant applications from the individual concerned.
- 6.4 Reports should be approximately 1000 words.
- 6.5 Reports should be submitted in a format and of a standard suitable for publishing in the ACORN journal or Suite Talk; however publication of the report will be at the discretion of the Editor.
- 6.6 An electronic version of the report in Word format should be provided together with a hard copy.
- 6.7 This report may form the basis of a presentation at the NSW OTA Inc Annual Conference/Seminar day/s and/or may be published in the ACORN Journal, Suite Talk and/or the NSW OTA Inc Website.

7. Review

These Guidelines shall be reviewed every three years or earlier where changes are made to the processes undertaken.

8. References

1. <http://www.yourdictionary.com/humanitarian> (accessed September 2009)
2. <http://dictionary.reference.com/browse/humanitarian> (accessed September 2009)