

GUIDELINES FOR CEEs

- 1) As part of their award, VIH scholars are required to provide their time and talent to raise awareness of global issues. They may not solicit or collect funds under the auspices of VIH.
- 2) If funds are a part of the particular global issue and solution they are interested in, VIH scholars may partner with organizations that have vetted through their appropriate University/ College channels. The approved organization is free to solicit funds within their own financial and legal guidelines and will be responsible to provide appropriate tax and charity information to donors.
- 3) Within the role of raising awareness, VIH scholars can participate in administrative duties or other activities for which they are volunteering their time and talents.
- 4) Any letters mailed to businesses / individuals must be on the letterhead of the organization with whom the VIH scholars are partnering.
- 5) Funds can be raised by the partner organization in a manner that is in line with their own policies, therefore, if they want to charge a fee to pay for expenses that is up to them.
- 6) In advertising for an event, the name Heinz Endowments / Vira I. Heinz / VIH may not be used to promote the event. The language should clearly specify that the organization with whom the VIH scholars are partnering is the one in charge of the event and collecting donations. The role of the VIH scholars is to raise awareness of cause x at the event.
- 7) VIH scholars may be thanked for their contribution of time and talent and if this thanks is on posters, or in the media that is not an issue. These women are putting their time and talents to good use and it is appropriate that they are thanked and recognized.