

# **Section 8 Communications**

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## **Section 8 Communications**

### **Section 8.01 - Media Relations**

To ensure the quality and consistency of information disseminated to media sources, the Board has adopted the following policy:

1. All media inquiries are to be handled by the Board Past Chair, Chair or Executive Vice President or their designee, regardless of who the media representative is, whom he or she represents, or how innocuous the request.
2. All press releases or other promotional materials are to be approved by the Board Past Chair, Chair or Executive Vice President or their designee prior to dissemination.

**Person responsible for the periodic review of policy - Board Executive Vice President**

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### **Section 8.02 - Electronic Media**

A Web site has been established to provide access to Foundation information to the general public and a means of making contributions. The Web site will be updated on a regular basis. Information and updates should be posted only after approval from the Executive Vice President or the Associate Vice President for Development or their appointee. In addition to making sure the information is systematically updated and approving content they, are responsible for insuring that appropriate safeguards and controls are in place to provide reasonable assurance to protect information and web processes.

**Person responsible for the periodic review of policy - Board Executive Vice President**

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### **Section 8.03 - Lobbying and Political Activity**

The Idaho State University Foundation encourages individual participation in civic affairs. However, as a charitable organization, the Idaho State University Foundation may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office.

We therefore:

1. Refrain from making any contributions to any candidate for public office or political committee on behalf of the Idaho State University Foundation.
2. Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of the Idaho State University Foundation.
3. Refrain from using any organizational financial resources, facilities, or personnel to endorse or oppose a candidate for public office.
4. Clearly communicate that we are not acting on behalf of the organization, if identified as an official of the Idaho State University Foundation, while engaging in political activities in an individual capacity. We never engage in such activity except before or after hours or when we are on leave or vacation.
5. Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of the Idaho State University Foundation.

**Person responsible for the periodic review of policy - Board Executive Vice President**