

## **MBI General Counsel's Guidelines for Soliciting Event "Sponsorships" from Institute Vendors**

1. No Procurement Department staff will be involved in the solicitation or the event itself.
2. In terms of preparing the list of vendors to be solicited, I would recommend that the list of current vendors be secured by the Alumni Association through some other department within the Finance area and that Procurement only be asked which firms should NOT be solicited from because of other issues important to the Procurement area.
3. I am assuming that the MGC/Alumni Association is using reasonable efforts to solicit from businesses which do not do business with the Institute so that the event is not intended to totally vendor sponsored.
4. I'd recommend the following disclaimer be added to the solicitation letter, the corporate sponsor commitment form and the web site for the MGC:

"While you should consult your tax advisor on how to report your sponsorship gift, Moody considers these gifts to be advertising and not a tax deductible donation. Extending a sponsorship gift is **NOT A CONDITION FOR DOING BUSINESS** with Moody and it will **NOT PROVIDE ANY ADVANTAGE** in securing or continuing a business relationship with Moody. You are free to request the Alumni Association to exclude you from any such solicitations in the future without any penalty or risk to any business relationship."

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