



SSH

Society for Simulation in Healthcare

Development Policy

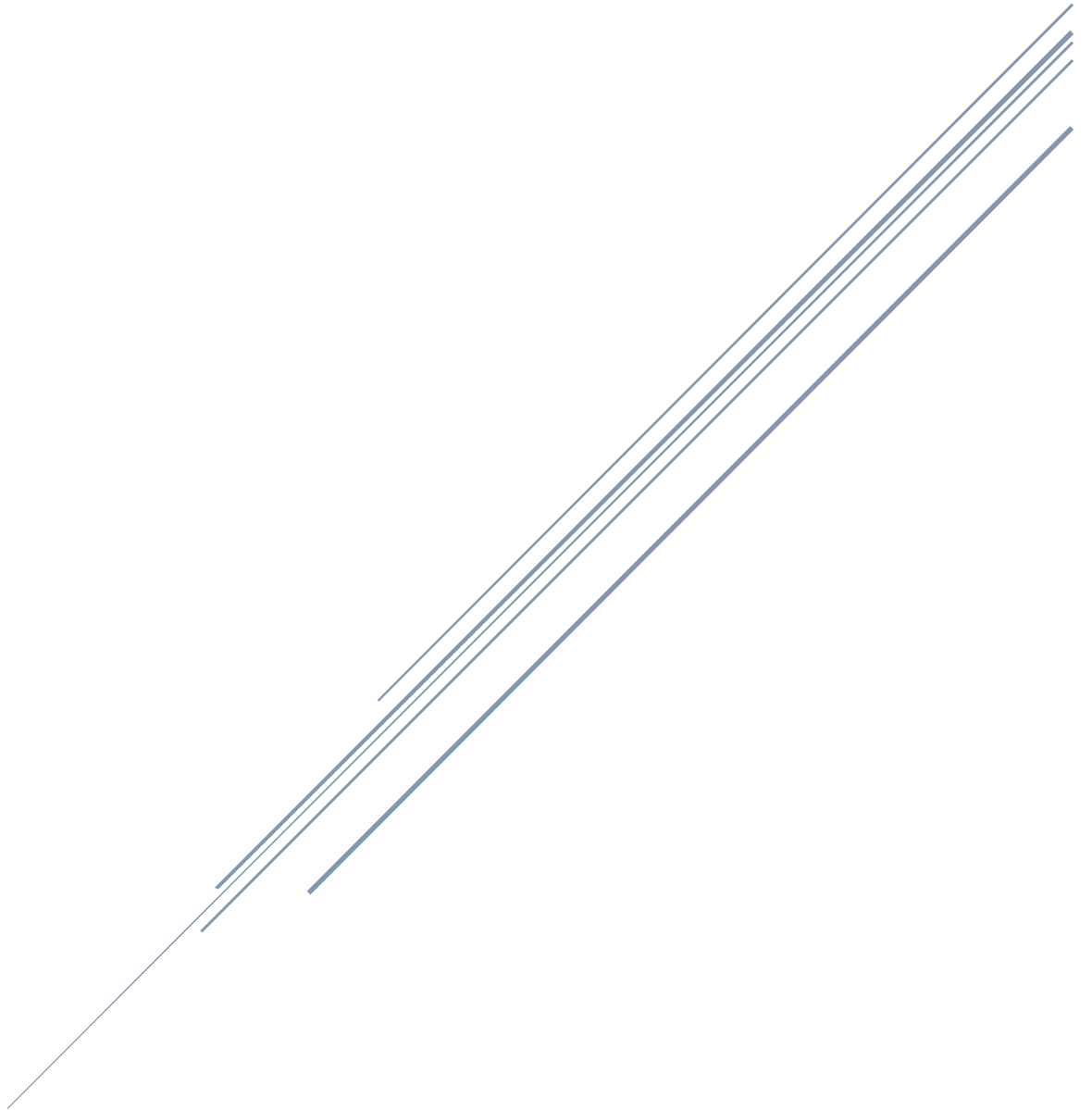




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	CREATION DATE August 30, 2023	DATE REVISED September 12, 2023
	POLICY AREA / CATEGORY Development Committee SSH Fund	DATE APPROVED / EFFECTIVE DATE September 12, 2023
POLICY TITLE Annual Award Funding	VERSION 1.0	DATE REVIEWED September 12, 2023


1. Summary of Purpose
 - 1.1. This policy serves to describe how monies from the SSH Fund are annually awarded.
2. Scope
 - 2.1. This policy provides guidance to the Director of Development, the Development Committee, the F&A Committee, and other committees with oversight of awarding funds (Research, Technology, etc.).
 - 2.2. The Development Committee is responsible for the content of this policy.
 - 2.3. The SSH Board of Directors is responsible for review and approval of this policy.
3. Definitions
 - 3.1. Spend down defines the amount (percent) of SSH Fund monies that will be distributed the following calendar year.
 - 3.2. Awards are the mechanism for providing funding to SSH members, based on predefined criteria.
4. Policy Details
 - 4.1. The SSH Development Committee shall determine the programs that shall be funded each year.
 - 4.1.1. SSH Development Committee will consult with other committees on future program needs and opportunities.
 - 4.1.2. SSH Development Committee will annually survey SSH membership on funding priorities for the following year's campaign.
 - 4.2. The SSH Development Committee and F&A Committee shall work together to identify annual and projected goals, spend %, reserve amounts, operating expenses, and other fiscal items related to the SSH Fund annually as part of the budgeting process, and as needed.
 - 4.2.1.1. Significantly larger total donations may result in a reduced percent spend, allowing for programmatic spending targets to be met, while saving a larger amount to the SSH Fund reserve.
 - 4.2.1.2. Smaller than anticipated total donations may result in an increased percent spend to meet announced programmatic awards.
 - 4.3. The SSH Development Committee shall determine amounts awarded from SSH Funds collected each year.
 - 4.4. Oversight committees for each award (e.g., Research Committee, Technology Committee) shall be responsible for development of policies for distribution of allocated funds, including items such as number, amounts, and categories of awards to be given; calls for submissions/requests; determination/selection of recipients; transparency of all processes; and ethical considerations for same.

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- 4.5. The SSH Board of Directors shall approve all award recipients identified by the oversight committees.
5. Procedures for Ensuring Compliance
 - 5.1. The Development Committee will work to identify programs that shall be funded each year for purposes of communicating to SSH membership and potential donors. This will include identifying oversight committees or groups that will manage the funds once allocated (e.g., Research Committee, Technology Committee). These shall be identified prior to IMSH of the calendar year for which donations will be solicited.
 - 5.2. The Development Committee shall identify targets for donations, spend %, and reserve allocations each year as part of the budgeting process, and as needed in communication with the F&A Committee.
 - 5.3. Specific award amounts (spend \$) will be determined after the calendar year is completed, and prior to the immediately following IMSH. (early January)
 - 5.3.1. SSH Staff shall prepare notifications of these award amounts pending the review and approval by the BoD.
 - 5.4. The specific award amounts shall be approved by the SSH Board of Directors at the BoD meeting prior to IMSH.
 - 5.5. Oversight committees shall be notified of the amounts awarded on approval by the BoD. Prior to this approval, SSH Staff may share draft amounts with each oversight committee for purposes of planning and communication (due to short turnaround times at IMSH).
6. Appendices / Attachments
 - 6.1. SSH Fund Principles and Allocations (supporting document)

	CREATION DATE August 30, 2023	DATE REVISED September 12, 2023
	POLICY AREA / CATEGORY Development Committee SSH Fund	DATE APPROVED / EFFECTIVE DATE September 12, 2023
POLICY TITLE Fund Privacy and Data Protection	VERSION 1.0	DATE REVIEWED September 12, 2023

1. Summary of Purpose
 - 1.1. The purpose of this policy is to define privacy and data protection processes related to SSH Fund donors by outlining how donor information is collected, stored, accessed, and utilized ethically and in compliance with data protections laws.
2. Scope
 - 2.1. This policy provides guidance to the Director of Development and the Development Committee (and others as needed).
 - 2.2. The Development Committee is responsible for the content of this policy.
 - 2.3. The SSH Board of Directors is responsible for review and approval of this policy.
3. Definitions
 - 3.1. None
4. Policy Details
 - 4.1. The following standard personal information will be collected from donors and retained:
 - 4.1.1. Full name of donor
 - 4.1.2. Email address of donor
 - 4.1.3. Mailing address of donor
 - 4.1.4. Amount of donation
 - 4.1.5. Donor restriction on funds (if any)
 - 4.2. The SSH shall publicly post the names of donors on the SSH Fund website or other means (e.g., a giving wall at IMSH) unless otherwise directed by the donor.
 - 4.2.1. SSH Fund donors may, at their request, remain anonymous and/or may be listed as simply a donor with no recognition of donation level. Either of these privacy protections must be requested at the time of the donation, as the default is to recognize donors by name and level of giving.
 - 4.2.2. SSH Fund donors may, at their request, have their donation acknowledged in the name of someone else as an "in Honor of" or "in Memory of" acknowledgment.
 - 4.2.3. SSH shall not publicly share specific donation amounts unless permission is granted by the donor.
 - 4.2.4. SSH shall publicly share the generalized spending level of donation (e.g., President's Circle level).
 - 4.3. Credit card and other payment information shall be collected for purpose of processing donations. This shall only be maintained in systems external to SSH (e.g., banking) that have appropriate security protocols in place.
 - 4.4. Donor giving history will be maintained within the SSH member database.
 - 4.5. Access to SSH Fund donor information shall be restricted to the Director of Development, Development Committee Chair and Vice Chair, the Associate Executive Director, and

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Executive Director of SSH. SSH Staff will also have access to this information in the SSH member database but will only access it if needed to perform essential job functions.

- 4.6. SSH may, as needed, export SSH member data to secure, external donor prospect databases (e.g., DonorSearch) for purposes of identifying major gift prospects.

- 4.6.1. Access to the results of the prospect search is restricted to the Director of Development, Development Committee Chair and Vice Chair, Associate Executive Director, Executive Director, and the Board of Directors (limited information).

5. Procedures for Ensuring Compliance


- 5.1. Donor payments and/or pledges are submitted in the SSH member database.

- 5.2. Additional information may be collected through emails (e.g., donor restrictions) or other means.


- 5.3. SSH shall maintain web and other donor display items to ensure accuracy as well as recognition of those who have donated.

6. Appendices / Attachments

- 6.1. None

	CREATION DATE August 30, 2023	DATE REVISED September 12, 2023
	POLICY AREA / CATEGORY Development Committee SSH Fund	DATE APPROVED / EFFECTIVE DATE September 12, 2023
POLICY TITLE President's Circle Event	VERSION 1.0	DATE REVIEWED September 12, 2023

1. Summary of Purpose
 - 1.1. The purpose of this policy is to describe elements of a President's Circle Event with the SSH Presidents, such as, who is invited and the planning of an annual President's Circle Recognition Event.
2. Scope
 - 2.1. This policy provides guidance to the Director of Development, the Development Committee, and the SSH Staff to plan an annual President's Circle Recognition Event.
 - 2.2. The Development Committee is responsible for the content of this policy.
 - 2.3. The SSH Board of Directors is responsible for review and approval of this policy.
3. Definitions
 - 3.1. President's Circle level donor: individual or representative of company/corporation that donates to the SSH Fund during a calendar year at the level predefined as President's Circle for that calendar year.
4. Policy Details
 - 4.1. Each year, an event will be planned to support the President's Circle level donors having dedicated time with the SSH Presidents.
 - 4.2. All President's Circle level donors from the previous calendar year will be invited to an annual event with the three SSH Presidents (Immediate Past, Current, Elect). Additional individuals will be invited as appropriate and/or to support their role in the SSH Fund.
5. Procedures for Ensuring Compliance
 - 5.1. The specifics of the event will be determined based on what will best suit the number of donors and to support quality time of the donors with the SSH Presidents. The Development Director will work with the Development Committee to identify and select the best option.
 - 5.1.1. It is preferable that this event take place at IMSH immediately following the end of the calendar year donor cycle.
 - 5.2. In addition to the donors at the President's Circle level, the following individuals will be invited to the President's Circle Recognition Event each year:
 - 5.2.1. Current SSH President
 - 5.2.2. SSH Immediate Past President
 - 5.2.3. SSH President Elect
 - 5.2.4. Executive Director
 - 5.2.5. Director of Development
 - 5.2.6. Director of Meetings & Exhibits is optional and only if Corporate Roundtable members or Sponsors will be invited.

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- 5.2.7. Development Committee Chair
- 5.2.8. Development Committee Vice Chair
- 5.2.9. Additional individuals as identified
- 5.3. Exceptions to this policy may be approved by the Executive Director through a written request.
- 6. Appendices / Attachments
 - 6.1. None