

# Obtaining Letters of Support

Requests for letters of support for grants should be made through the Office of Government and Community Relations.

**IMPORTANT:** Please supply a draft letter of support with your request. Generally, our elected officials need 10 business days (2 work weeks) to review and process such a request.

## Political Events

Q: What are the rules / ethics about political event attendance by University staff?

Q: What are the rules / ethics about political events on campus?

**A:** The university is a public institution and our auxiliary services corporation and philanthropic foundations operate under IRS 501(c)3 guidelines. Given this fact, attendance at or participation in political events on university time and/or using university resources is strictly prohibited and jeopardizes the campus' tax-exempt status.

## Elected Officials

How do we invite elected officials to campus?

The Office of Government and Community Relations is charged with maintaining relationships with elected officials and staff in all areas of government (local/county, state and federal). If you are interested in inviting an elected official, please contact us and we can discuss an appropriate strategy.

What to do when an elected official independently commits to or attends a campus event?

If an elected official or their representative RSVPs for your event, please inform the Office of Government and Community Relations as soon as possible.

What do elected officials expect when they commit to an event?

If an elected official is confirmed to attend a campus event, please inform the Office of Government and Community Relations. Also, please ensure that the following are provided: 1) a map of where to park and the event location 3 business days prior to the event, 2) VIP Parking, 3) an individual to meet them at the parking lot and escort them to the event, and 4) an opportunity to make remarks during the event or program.

# Certificates/Resolutions

Requests for certificates and resolutions should be made through the Office of Government and Community Relations. Certificates are generally provided to students, organizations, faculty, and staff for awards or accomplishments. Please provide up to 10 business days for production. In addition, the following information is needed: date, time, and location of event, names of honorees (must be in an Excel worksheet), purpose for receiving the certificate, and if the member/staff will have an opportunity to present the resolution.

Resolutions from members of the legislature are for special occasions such as a retirement, grand opening, or anniversary. Please provide 12 weeks' notice for a resolution request and provide the following information: date, time, location of event, name to display on the resolution, background or biographical information, and if the member/staff will have an opportunity to present the resolution.

**NOTE:** Providing a certificate or resolution for an occasion is solely within the discretion of the elected official or his/her staff.