

**Protocol for the acceptance and use of private contributions to LSC
(for inclusion in the LSC Accounting and Administrative Manuals)**

From time to time, LSC may solicit private contributions for the conduct of LSC business and may, from time to time, receive unsolicited private contributions. This protocol shall apply to the solicitation, budgeting, expenditure of and accounting for private contributions.

A. Solicitation

Private contributions to LSC may not be solicited by Directors, officers or staff of LSC without the prior approval of the Board of Directors. Exempt from this requirement but subject to the approval of the President of LSC, are 1) solicitations directed to local merchants for modest donations of goods or funding for in-house staff events/functions and 2) fundraising among LSC staff for charitable causes.

B. Notification to Donors

Whenever a contribution to LSC is received by the Corporation, the Treasurer shall acknowledge the contribution and include the explanation required by law that the funds contributed to LSC may not be used in any manner that violates the LSC Act or any provision of the Appropriation Act that applies to LSC.

C. Budgeting of contributions

All private funds received by LSC for the same purposes, whether solicited or not, shall be accounted for separately. The Board of Directors shall approve the budgeting of such contributions using the same LSC Budget Guidelines that apply to all other LSC funds. If contributed funds come with restrictions, the General Counsel shall approve the legality of any such restrictions prior to the Board's acceptance and budgeting of the funds.

D. Expenditure from contributed funds

Contributed funds shall be spent in accordance with the LSC Administrative Manual and subject to the same approval requirement as contained in the Manual. In the event that contributed funds are to be used to pay for expenses for which federal funds may not be used, such contributed funds must be received and budgeted prior to any such expense being incurred. No federal funds shall be advanced to cover expense intended to be paid for by private contributions.

E. Should LSC engage in a solicitation of private contributions, the Comptroller shall provide an accounting of all additional expense to the Corporation for the solicitation.