



Immunize Kansas Coalition Guidelines Regarding Financial Support

Adopted May 3, 2024

Introduction. The Immunize Kansas Coalition (IKC) operates as a non-profit 501(c)(3) organization. The work of the Coalition is made possible through generous financial, in-kind, and volunteer contributions by governmental organizations, non-profit organizations, foundations, and individuals, as well as community and corporate partners including vaccine manufacturers, health plans, and other commercial healthcare entities. These organizations will hereafter be referred to as “partners.”

To assure appropriate acceptance and use of funds, the IKC Board of Directors has adopted the following guidance. These guidelines were designed to ensure that funds are used to support activities that are consistent with the mission and scope of IKC and to minimize potential conflicts of interest and any appearance of conflicts of interest. Use of funds received by IKC is determined by the IKC Board of Directors and is not influenced by donors or external partners. These guidelines are consistent with policies of other nonprofit public health membership associations. These guidelines will be made available to donors upon request and publicly released by IKC if appropriate.

Acceptance of funds from any source and IKC’s relationship to donors shall be governed by the following guidelines:

Section 1. **Consistency with Mission and Scope:**

The mission and purpose of the Immunize Kansas Coalition is to protect all Kansans from vaccine-preventable diseases.

- 1.1 All funding accepted will support the mission and scope of IKC. An annual budget will be approved by the IKC Board of Directors. Funded activities may include advocacy, educational, and/or quality improvement activities, core operating support, as well as other activities deemed appropriate by staff the Board of Directors.
- 1.2. IKC will not accept support from partners whose policies are inconsistent with IKC’s mission, vision and values. IKC reserves the right to decline or return funding for any reason.
- 1.3. IKC will not accept funding that promotes the use of vaccine in a manner that deviates from the Food and Drug Administration or Centers for Disease Control and Prevention’s recommendations for use.

Section 2. **Approval of Funding**

- 2.1 IKC may accept funding in the form of unrestricted grants, donations or other forms as approved by the Board of Directors. Project-based grant funding may be accepted provided the scope of the project is consistent with the mission and vision of the organization. IKC staff is allowed to make this determination. If there is concern or disagreement among staff, the contribution must be approved through a majority vote of the Board of Directors.
- 2.2 IKC may accept funding from vaccine manufacturers, not to exceed 45% of IKC’s annual budget, acknowledging the organization’s budget changes regularly with grant cycles. The decision to accept funding will take into consideration current budget as well as incoming funding.

- 2.3 IKC will not accept funding that gives one vaccine manufacturer undue influence over another.

Section 3. **Objectivity**

- 3.1 Participation in a partnership or acceptance of funds does not imply IKC approval of a partner's policies or endorsement of their products, services, publications, or the organization or company itself.
- 3.2 IKC will not endorse or market any commercial products.
- 3.3 Neither partnerships nor financial contributions will influence the content of IKC programs, products, policy/advocacy activities, or services. IKC will remain an independent source of information and reserves the right to maintain complete control over all IKC programs, products, services, and related activities. IKC will not accept funding that places restrictions on project content, design or formatting.
- 3.4 IKC will not advocate for a particular issue solely because it has received funding from a partner. IKC will advocate for issues that support our mission and vision without regard to partner funding received.
- 3.5 If representing IKC, no IKC staff member or member of the Board of Directors may solicit or accept an honorarium or payment of any kind for personal use from any donor or otherwise benefit from IKC financial interactions. Honoraria for work performed on or behalf of IKC or using IKC staff time may not be received by individual staff or board members; however, that honoraria may be received by the Coalition.
- 3.6 Partners may receive only those data that are appropriate for public release. No data will be released to the donor organizations that are deemed to be confidential in nature by IKC Board of Directors, such as member contact information.
- 3.7 Partners may participate in the activities of IKC to the extent that all Coalition members, regardless of financial contribution, are encouraged and welcome.

Section 4. **Acknowledgement of Funds**

- 4.1 The amounts and sources of all funding received will be clearly denoted in IKC Financial Reports, which will be reviewed at least quarterly by the Board of Directors.
- 4.2 IKC will provide an annual report available to the public that includes information about funding source types broken down into general categories. Individual donors and partners may be acknowledged in the annual report or other IKC documents as appropriate.

Section 5. **Donor Adherence to Guidelines**

- 5.1 For conferences and other activities, particularly if they involve Continuing Education, partners will comply with rules and regulations that govern displays and other distribution of promotional materials.
- 5.2 IKC will require final approval of partner materials bearing the IKC name and/or logo and prior approval of any statement by a collaborating entity that is intended for publication or broadcast that refers to IKC.