

# Honor Your Mentor Funds: Guidelines and Responsibilities



Show your gratitude through the **Neurosurgery Research & Education Foundation (NREF)** by honoring a mentor who helped you achieve success in your field.

**Honor Your Mentor (HYM)** funds recognize the incredible people who have advanced neurosurgery. Each fund has a specific purpose, and donations support research or educational endeavors in the mentor's name.

Funds are administered by individual(s) working in collaboration with NREF leadership and staff. Individual(s) may serve multiple roles (e.g., Fund Originator, Fund Development Officer and/or Fund Manager).

**Fund Originator(s)** – *Individual and/or entity that provides the initial donation that establishes the HYM fund*

- Minimum confirmed pledge(s) of \$10,000 (\$USD) required to create an HYM Fund; donor(s) shall indicate whether initial donation is a one-time contribution or part of a recurring donation/payment plan
- Donor establishing The Fund must complete and sign an HYM Fund Agreement, and may stipulate that the Fund Manager consult with a Steering Committee prior to issuing any disbursement instructions. If, at any time in the judgment of the Fund Originator, the Fund Manager or a member of the Steering Committee is unable to fulfill his/her duties, the Fund Originator will designate a replacement.
- Originator is responsible for approval of mentor's bio and photo, along with Purpose Statement for The Fund. Bio, photo and Purpose Statement are required before dedicated web page is created

**Fund Development Officer(s)** – *Individual and/or entity designated to collaborate with NREF staff and serve as point person for solicitation of donations to The Fund*

- Appointed by the NREF Development Committee in consultation with the fund Originator(s)
- Establish annual fundraising goals and approve promotional plan, including type(s) of appeal(s), frequency, and target audience. Recommendation: Minimum of two (2) email solicitations per year
- Consult on development of a prospect list for solicitation purposes; add new prospects as appropriate
- Review and approve content for email(s) used in solicitation effort(s); determine signatory for appeal(s)
- Conduct periodic review of fundraising activities to ensure fund meets goal of \$50,000 (\$USD) within five (5) years of signed Fund Agreement and that Fund maintains balance adequate to fulfill Purpose. (Gifts made to The Fund will be held in a restricted account until the minimum principal amount has been reached.)

**Fund Manager(s)** – *Individual and/or entity responsible for management and general oversight*

- Responsible for the oversight of the Fund Development Officer(s), annual reports to the Fund Originator(s), and instructions to NREF staff detailing any disbursements deemed appropriate in the fulfillment of the Fund purpose statement.
- Identify the process by which applications for awards and/or requests for funds shall be evaluated and funds disbursed once The Fund accumulates a minimum of \$50,000 (\$USD) in principal
- Consult with the NREF Board of Directors on redistribution of funds should The Fund fail to meet above criteria
- The NREF Board, in partnership with the Fund Manager(s), retains the discretion to expend The Fund income and principal for the stated purpose, or for a similar purpose, in the event the originally intended use is not possible

**NREF Staff** – *Responsible for administrative and operational support for all HYM funds*

- Create and maintain web page(s) for each Fund
- Collaborate with Fund Development Officer on promotional strategy for solicitation of donations
- Create and send promotional appeals to prospects
- Maintain record of confirmed pledges – with either signed pledge agreement or email from donor
- Fulfillment of donor benefits, including correspondence, donation acknowledgements, and tax receipts
- Report on results of fundraising efforts to HYM fund principals, including Fund Manager, Fund Development Officer and NREF leadership
- Coordinate special fundraising projects as assigned

For more information, contact Joanne Bonaminio, Director of Foundation Services, at 847.378.0541 or [jmb@nref.org](mailto:jmb@nref.org).

The Neurosurgery Research & Education Foundation (NREF) is a not-for-profit 501(c)(3) organization created in 1980 by the American Association of Neurological Surgeons (AANS) to support research and education efforts that enhance and confirm the critical role neurosurgeons play in improving lives.