

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS****Employee Charitable Contribution Solicitation**

The Okemos Board of Education provides an opportunity for employees to contribute to eligible charitable organizations through a voluntary payroll deduction plan in conformity with any legal requirements and the provisions of any collective bargaining agreements. The charitable contribution plan ensures accountability by organizations soliciting employee charitable contributions and minimizes work place disruption and administrative costs to the district by allowing only one employee solicitation per year.

The superintendent of schools is responsible for the administration of the employee charitable contribution program and may establish an Employee Charitable Campaign Committee to be responsible for overseeing solicitation of employees and determining the eligibility of organizations requesting permission to participate.

**POLICY**

Adopted: 04-13-98

Amended: 12-08-08

Reviewed:

1. The district shall have no more than one campaign to solicit charitable contributions from employees in a fiscal year (except in the case of extraordinary circumstances where the Superintendent may authorize an ad hoc employee solicitation). A campaign is defined as an organized effort to request charitable contributions from district employees which involves use of minimal district resources and voluntary employee time in the solicitation.
  - 1.1 The Employee Charitable Contribution Solicitation shall be conducted annually through volunteer representatives appointed by the Okemos Education Association.
  - 1.2 Details of the campaign must be submitted to and approved by the Superintendent of Schools to accomplish the purpose of minimizing work place disruption and administrative cost.
2. Each year, prior to the actual solicitation campaign, the Superintendent, his or her designee, and/or the Employee Charitable Campaign Committee shall apply the criteria below in determining the eligibility of an organization seeking to serve as a Charitable Solicitation Organization. An organization desiring to serve as a CSO must submit its application to the Superintendent of Schools prior to August 15 of the current school year. Applications received after this date will be considered for the next year’s campaign.
  - 2.1 The organization must have obtained and present to the school district:
    - (i) a determination letter from the Internal Revenue Service indicating it is a non-profit organization exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code;
    - (ii) a copy of its license to solicit charitable contributions or a letter of exemption from the Michigan Attorney General’s office.
  - 2.2 The organization must be governed by a representative, voluntary Board of Directors.
  - 2.3 The organization must have adopted and must enforce a policy prohibiting illegal discrimination in its employment, delivery of service, and distribution of funds.
  - 2.4 The organization must be the Okemos Education Foundation or an umbrella organization representing a combined appeal of at least fifteen (15) charitable organizations which are independent of the umbrella organization or be responsible for allocating funds to at least fifteen (15) charitable organizations which are independent of the umbrella organization.
  - 2.5 The organization must have a demonstrated capability to benefit the community and its citizens and the funds collected must principally benefit the residents of the State of Michigan.
  - 2.6 The organization must have a record of effective use of funds raised and a policy of full disclosure of funds raised, expended and allocated.