

# Charitable Solicitation Policy

## CHARITABLE SOLICITATION BY NON-POLK COUNTY AFFILIATED ORGANIZATIONS

### POLICY

It is the policy of Polk County that solicitation of Polk County employees at the workplace by qualified federations of charitable organizations will be allowed annually pursuant to the procedures set forth by the County in order that the goals of the County may be met. The County does not support or endorse any charitable organization or federation of organizations.

### GOALS OF THE POLICY

The following are the goals of the Polk County Board of Supervisors.

1. Lessen the burdens of County government in meeting the needs for health and human welfare services in Polk County by allowing solicitations of County employees for donations to organizations with goals of meeting health and human welfare needs. Organizations which provide opportunities for education to persons who would not otherwise receive such opportunities are included within these goals.
2. Serve the health and human welfare needs individuals who live or work in Polk County or those needs of their families.
3. Provide a convenient channel through which County employees may contribute to qualified federations of organizations.
4. Minimize or eliminate disruption to the County workplace and the administrative costs to the County taxpayers that such fundraising and payroll deduction may entail.
5. Ensure that recipient federations or organizations are responsible in the uses of the funds raised through fundraising from County employees.

### EMPLOYEE SOLICITATIONS

Employee solicitations are to be conducted using only methods that encourage voluntary giving. Activities that do not allow free choice or the appearance thereof are prohibited. This should not restrict the need for an effective, well organized education program among employees. All employees will be given the necessary information to make an informed choice.

### DEFINITIONS

1. A federation is a group of voluntary charitable health, education or and human welfare organizations existing for the purpose of supplying common fund-raising, administrative, and management services to its constituent members.
2. A qualified federation of organizations is a federation which meets all of the following requirements:
  - a. The federation must consist of representatives of a minimum of fifteen or more eligible charitable organizations. Each charitable organization of a federation must comply with all requirements established for such organizations by these procedures.
  - b. The federation must be a charitable, tax-exempt organization as defined in 501(c) (3) of the U.S. Internal Revenue Code.
  - c. The federation must have a direct and substantial local presence in Polk County. A telephone number alone shall not constitute a local presence.
  - d. The federation must operate without discrimination based on age, race, creed, color, sex, national origin, or disability in employment, the delivery of services, and the distribution of funds.
  - e. A report must be made available annually to the general public detailing the activities of the federation.
  - f. The federation must make available to the public and to the County an annual auditor's report which is

prepared by an independent certified public accountant.

- g. The federation must maintain with the federation an annual year end report from each organization of the federation which sets forth the organization's financial status and activities and a description of the programs and services supported by the organization
  - h. The federation must complete the County's application of participation each year. The application shall include a certification that all participating organizations meet all eligibility criteria to be an eligible charitable organization as defined in the procedures.
3. A charitable organization is an organization which is a non-profit, philanthropic, health and human welfare organization that provides or supports health or human welfare services, or provides or supports education related to health and human welfare needs.
4. An eligible charitable organization is a charitable organization which meets the following requirements:
- a. Each organization of a qualified federation of organizations must be a nonprofit, tax exempt charitable organization as defined in 501 (c)(3) of the U.S. Internal Revenue Code or any instrumentality of the State of Iowa or of any political subdivision thereof.
  - b. The organization must provide or support health, education or human welfare services in Polk County that are readily accessible to persons who live or work in Polk County and their families at the time that donations are to be received.
  - c. The organization must operate without discrimination based on age, race, creed, color, sex, national origin, religion or disability in employment, the delivery of services, and the distribution of funds.
  - d. A report must be made available annually by the organization to the general public detailing the local activities or the organization.
  - e. The organization shall make available to the general public an annual auditor's report which is prepared by an independent certified public accountant or a report which demonstrates financial responsibility and that the organization's financial practices conform to generally accepted accounting procedures.

#### PROCEDURES

- 1 The purpose of the County's procedures is to establish the standards which will be applied in determining how solicitation of County employees by various qualified federations of charitable organizations will be conducted.
- 2 Solicitation of County employees shall occur only once per year between September 1 and November 30. Specific time frames during which solicitation will be allowed will be determined annually by the governing committee.
- 3 Only qualified federations of charitable organizations will be allowed to solicit donations from County employees at any County worksite.
- 4 The following types of contributions will be allowed:
  - a. Payroll deductions to a qualified federation of organizations.
  - b. Direct contribution to a qualified federation of organizations.
  - c. Direct contribution or payroll deduction to individual charitable organizations if a qualified federation assumes responsibility for directing the donation to the intended organization(s).

#### ADMINISTRATION

1. Campaign Manager

The Polk County Administrator will appoint a County employee as a campaign manager. This individual will work with the County's governing committee or an external administrator to coordinate all solicitation activities with department heads and elected officials.

2. Governing Committee/External Administrator

The Polk County Board of Supervisors may request proposals yearly for administration of the campaign. Responsibilities of the administrator may include but are not limited to determining the eligibility of federations

for participation. The request for proposals will establish the responsibilities of the external administrator. The Board of Supervisors reserves the right to reject all proposals and assign the responsibility of administering the campaign to a governing committee appointed from among Polk County employees.

3. Payroll Deduction

- a. Payroll deductions may be made only for contributions to a qualified federation of organizations.
- b. Any request for payroll deduction must be in writing, signed by the employee.
- c. An authorization for payroll deduction shall not continue in effect for a period of time exceeding one year.
- d. An employee may terminate the authorization for deduction at any time by providing 30 days written notice to the Polk County Auditor.
- e. An employee will be deemed to have authorized withholding 1/26th of the entire amount pledged by payroll deduction per pay period. Termination of employment with Polk County will be deemed to be a termination of authorization for deduction of the pledged amount. Any outstanding amount of the pledge will not be withheld from the employee's final paycheck. The County Auditor will deduct pledges beginning with the first paycheck in January.
- f. A minimum deduction of one dollar (\$1.00) per pay period per federation will be required for payroll deduction

4. Pledge Authorization Forms

The campaign manager will distribute an annual pledge authorization form approved by the campaign manager to all employees to use for all contributions made to federations by payroll deduction.

ORGANIZATION PARTICIPATION

1. Requests for Participation Federations wishing to participate in the campaign program shall forward an application annually to the campaign manager on a date established by the governing committee. The governing committee or external administrator shall determine whether the federation meets the qualifying requirements. The federation shall be notified within thirty calendar days following the closing date for applications whether the federation has been determined qualified and if not, the reasons for the determination. A federation which has been denied admission to the campaign will be allowed fifteen work days following the date of the notice of denial to file a written request for reconsideration with the County Administrator. The County Administrator shall notify federations of the final decision within fifteen work days following receipt of the request. The County Administrator decision shall be considered final.

2. Criteria for Ongoing Participation

Once approved for participation, any qualified federation may be disqualified by the governing committee or external administrator for any of the following reasons:

- a. Failure to comply with board policies and procedures or failure to meet qualifying criteria.
- b. Filing an application to participate which contains false or misleading information.
- c. Failure of a federation to receive pledges from at least twenty employees for payroll deductions.

3. Appeal of Disqualification

A qualified federation which is disqualified from ongoing participation may appeal the decision. An appeal must be filed within fifteen work days of the date of the disqualification by filing a written request for reconsideration with the County Administrator. The County Administrator shall notify the federation of the final decision within fifteen work days following receipt of the request for reconsideration. The County Administrator decision shall be considered final.

4. Administrative Charges

The County reserves the right to charge the actual administrative costs of managing the campaign to each participating qualified federation of organizations. The percentage of the total cost assessed to a qualified federation as costs shall be equal to the percentage of total campaign funds received by that federation of organizations. The charges will be collected from the contributors to each qualified federation. Qualified federations will be advised of the items to be included as administrative costs at the time the qualified federations are advised that their applications for solicitation have been accepted.

5. Campaign Literature and Presentations

Each qualified federation will be allowed to provide literature as approved by the campaign manager to be distributed to employees. The literature may describe the federation and charitable organizations and purpose of the organizations. Distributions will be arranged by the campaign manager and distributions may not be made directly to an employee at the work site by any federation. If any qualified federation is allowed a presentation about its organization, all qualified federations will be allowed equal time and opportunity for a presentation to County employees. All decisions about the length, location and date of presentations will be made by the campaign manager.

6. Work Site Solicitation

Federations of organizations may not, on their own motion, solicit employees at any County work site. All solicitations must occur during the solicitation period as set out in this policy and only under the directions of the campaign manager, in accordance with these procedures.

ACCESS TO INFORMATION

Employees shall be free to publicize their gifts or maintain confidentiality about them. Individual employee records will be treated as confidential personnel records pursuant to §2.7(11), Iowa Code.

The universal form provided by the County shall remain confidential and will be used by the County Auditor for financial purposes only. It will not be made available to any charitable organization or federation. Donation forms submitted by qualified federations of organizations for the purpose of soliciting direct contributions will be returned to the originating federation, once completed by the employee. The forms will not be made available to other agencies, federations, organizations or individuals. A report will be sent with each remittance of payroll deductions to each federation listing their contributors (name only) and the amount of their contributions.

Contact: Auditor's Office  
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