

University of Scranton

Employee Sponsored Charitable Solicitations on Campus Policy

Draft

January 2014

Employee Sponsored Charitable Solicitations on Campus

Executive Sponsor:

Vice President for Human
Resources

Responsible Office:

Human Resources

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Revised: n/a¹

I. Policy Statement

Carrying on a long tradition, The University supports employee-sponsored charitable solicitations on campus for individuals experiencing tragic or challenging circumstances, tax-exempt charitable or religious off-campus organizations as defined under Internal Revenue code Section 501 (c) (3), other community groups and organizations, and national awareness initiatives. This policy establishes guidelines for employees who engage in charitable solicitations on campus. The guidelines ensure proper notification to the University of such activities and inform employees of University resources available to support such endeavors.

Employees who desire to solicit gifts (including, but not limited to, money, clothing, toys, food items, and volunteer time) on campus for charitable purposes must request authorization to do so through the Office of Human Resources. Employees should review this policy and comply with its procedures.

II. Reason for Policy

The Employee-Sponsored Charitable Solicitations on Campus Policy highlights the University's support for employee-sponsored charitable solicitation projects, ensures that the University is aware of such projects, and educates employees on what University facilities and resources they are able to utilize to publicize and administer their charitable solicitation projects. Employees are asked to register their fundraising activities to receive authorization to use selected University resources, inform University awareness of the wide range and variety of service its members engage in, and to avoid duplication of efforts. It is expected that employee activity in this regard, although permitted within this policy, should not interfere with the employee's responsibilities or the day to day operations of the employee's department.

III. Entities Affected By This Policy

Any individual employee, or group of employees, organizing an employee-sponsored charitable solicitation project on campus for individuals experiencing tragic or challenging circumstances, tax-exempt charitable or religious off-campus organizations as defined under Internal Revenue

¹ This is a new policy.

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Policy revisited by Human Resources, October 2013

Final draft to Cabinet January 2014

code Section 501 (c) (3), other community groups and organizations, and national awareness must follow this policy.

This policy guides charitable solicitation by University employees (faculty and staff). Students seeking to engage in charitable solicitations should follow the appropriate policies and procedures defined by the Student Handbook and other documents. Contact the Office of Student Affairs for more information.

IV. Website Address for this Policy

This policy is located on the University's governance web site, www.scranton.edu/governance and the Office of Human Resources web site, www.scranton.edu/hr.

V. Related Documents, Forms, and Tools

Policy for Distributing Broadcast Email:

<http://www.scranton.edu/Governance/documents/BroadcastEmailPolicy2009.pdf>

Incidental Use of Technology Resources Policy:

http://www.scranton.edu/pir/documents/Incidental%20Use%20Policy%20Final_3_20_2012.pdf

Acceptable Use of Computing Resources:

https://royaldrive.scranton.edu/Groups/Planningandinformationsystems/PAIRO/Governance/Policy%20Analysis/University%20Policies/Acceptable%20Use/Acceptable%20Use%20Policy_Approved_2013.pdf?ticket=t_IAX33w79

VI. Contacts

For information regarding policy clarification and interpretation, contact The Office of Human Resources at 570-941-7767.

VII. Definitions

- **Types of Charitable Causes and Solicitations:**
 - Charitable causes are situations where solicited donations are given to individuals experiencing tragic or challenging circumstances, tax-exempt charitable or religious off-campus organizations as defined under Internal Revenue code Section 501 (c) (3), other community groups and organizations, and national awareness initiatives.
 - Solicitations include, but are not limited to:
 - sales of any kind including food or beverage, raffles, apparel, discount cards, and other products;
 - events such as dress-down days, individually sponsored walks, runs, or candle displays for which individuals donate money, silent auctions, or charity balls;
 - donations include collection boxes, requests for items such as clothes, blankets, toys, or gifts.
- **University Resources and Facilities:** University resources include, but are not limited to, bulletin boards (including electronic boards), telephone, campus mail, e-mail or internet use, photocopiers, storage space, rooms, and office and common space.

VIII. Responsibilities

Employee(s): The employee(s) or employee groups sponsoring a charitable solicitation project on campus must identify a contact person who will be responsible for attaining authorization for the project from their supervisor and the Office of Human Resources; for faculty, the department chairperson should serve as the authorizing party. This individual must be knowledgeable about the project and be available to answer questions. It is this employee's responsibility to ensure that the charitable solicitation process complies with this policy and the procedures herein, the related policies as noted in Section V, and the following restrictions:

1. All promotional materials or products used in employee-sponsored charitable solicitation projects must be free of the following:
 - harassment or discrimination including such action based on gender, race, ethnicity, color, religion, age, national origin, sexual orientation, gender identity and expression, disability, or marital status;
 - pornography, profanity, violence, or sexually suggestive language or images;
 - references to alcohol, tobacco, or illegal substances; and
 - anything that is in conflict with the University's Catholic mission.
2. Protection of personal information of our students, alumni, parents, and friends, (the University's databases may not be used to support employee fundraising efforts).
3. Solicitation of gifts for political purposes is not permitted.
4. Use of the University's brand including the wordmark (do we mean watermark?) and/or logos in any form including flyers, banners, mailings, etc. is not permitted.
5. All fundraising efforts which support any aspect of the University are the direct responsibility of the University Advancement division. Activities which conflict with the University's fundraising efforts, including but not limited to soliciting gifts for other higher education institutions or external scholarships, will not be permitted. Upon receipt of fundraising request, Human Resources will review the request with University Advancement to ensure that there is no conflict with University fundraising activity.

Although the employee's supervisor may allow the employee to use University and/or departmental resources to support the activity and take time during the work day to conduct the activity, the employee should take care to ensure that the activity does not unreasonably interfere with the accomplishment of their duties. Should the employee's supervisor find the activity to be unreasonably interfering with the employee's accomplishment of their duties, or to utilize University or departmental resources in an excessive manner or in conflict with the restrictions noted above, they have the authority to cancel the activity at any time.

Activities performed in the support of charitable solicitations are strictly voluntary. Employees who volunteer their time for charitable solicitations are doing so of their own free will. All activities are voluntary and when performed outside of the employee's normal working hours, are not compensable. These hours are not counted towards overtime or benefit accumulators including pension.

The Office of Human Resources: Human Resources is responsible for acknowledging receipt of the request for employee charitable solicitation. Human resources will review the request to ensure the request and planned activities are appropriate and do not conflict with the mission and values of the University. Human resources will send a copy of the approved request to the Office of Community Relations for tracking of service activities purposes.

IX. Procedures

1. The employee(s) or employee group seeking to sponsor or conduct a charitable solicitation project on campus must identify a primary contact person who will be responsible for seeking authorization to conduct the activity on campus.
2. The primary contact must complete the Fundraising Request Form (Appendix A). This form must be signed as approved by the employee's supervisor. Once completed, the form must be submitted to Human Resources.
3. The completed request for authorization for the project must be submitted to Human Resources no later than two weeks prior to the event or activity. The following information must be included in the request:
 - a. Name of the organization or individual(s) for whom gifts are being solicited.
 - b. Name, campus phone number, University email address, and campus office number of the contact person.
 - c. Description of the solicitation project.
 - d. University resources or facilities to be utilized, and any request for deviation from current employee policies (such as dress code).
 - e. Statement about how the collected gifts will be used.
 - f. Timeline for the solicitations (starting and ending date for soliciting gifts).
4. Human Resources will share a copy of the request form with the Office of Community Relations for the purpose of tracking and celebrating Northeast PA related service activities.
5. After receiving authorization from their supervisor and Human Resources for an employee-sponsored charitable solicitation project, the participating employee(s) may be able to utilize selected University resources to publicize and administer the project, as identified and approved in the Fundraising Request Form. Use of these resources must be in accordance with policies and procedures that may govern their use. Limitations are listed in section VII. It is the responsibility of the employee(s) or employee groups conducting the activity to arrange and make judicious use of these resources.
6. University Administration may elect to centralize charitable solicitation activities, such as in the event of a natural disaster.

X. Appendix A

Third Party Fundraising Request Form

The University of Scranton

Third Party Fundraising Request Form

This form is to be completed by any employee or employee group seeking to engage in charitable solicitation on behalf of a third-party on the University campus. Employees must follow the University's *Employee Sponsored Charitable Solicitation on Campus* policy.

Employees are asked to register their fundraising activities to maintain proper procedural control, authorization to use selected University resources, and to avoid duplication of efforts.

- All fundraising activities must be authorized by the employee's supervisor (or, in the case of an employee group, the primary employee contact's supervisor) and submitted to Human Resources.
- This completed form must be submitted to Human Resources no later than two weeks prior to the event or activity.
- This form must identify University resources, including employee time, that will be used for the event or activity. It is the employee's responsibility to ensure that the use of resources is judicious and complies with any policies that govern their use.

1. Employee Name (or Name of Primary Contact if group of employees):

2. Employee Contact Information:

Campus Email: _____

Campus Telephone: _____

Campus Office Number: _____

3. Name of Organization or Individual(s) for Whom Gifts are Solicited:

4. Date of Event or Activity (include start and end date if activity will be over a period of time):

5. Brief Description of Event or Activity:

6. University Resources to be Utilized:

7. Request for Deviation from Any Current Employee Policies (such as dress code):

8. Brief Statement of How Collected Gifts will be Used:

Employee Name: _____

Signature: _____

Date: _____

Supervisor Name: _____

Signature/Authorization: _____

Date: _____

Human Resources Authorization: _____

Date: _____