

Policy 404.1 – Charitable Giving Campaign

Date Adopted: 11/30/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References:

I. POLICY

Once a year, charitable, non-profit organizations and federations may participate in a workplace fundraising campaign in accordance with established procedures.

II. PURPOSE

This policy allows an annual Charitable Giving Campaign for non-University organizations.

III. PROCEDURES

A. Solicitations

The Vice Chancellor for Administration & Finance/Student Affairs will coordinate the annual Charitable Giving Campaign for non-University organizations.

There will be a single solicitation of University employees by those organizations and federations authorized to participate in the campaign. No other charitable giving solicitations may occur at the workplace.

A single appeal, letter, brochure and pledge/donation card will include summarized information for all authorized organizations. Completed pledge/donation cards should be returned directly to the charitable organization.

B. Payroll Deductions

To utilize the University of Montana Western payroll process for employee-initiated, voluntary payroll deductions:

1. The employee indicates on the pledge/donation card that payroll deduction is desired and returns the completed card to the charitable organization. The charitable organization will coordinate with the UMW Human Resource Services Office to begin the payroll deduction process.
2. The payroll deductions will be effective on a calendar year basis and initiated in January of the year following the campaign.
3. The appropriate payments will be sent via the University of Montana payroll system to the charitable organization.

IV. AUTHORITY

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Associate Director of Human Resource Services