Title: Fundraising
Contact Person’s Title: Human Resources Director
Phone Number: 360-725-7500
Effective Date: January 1, 2011
Approved: Suzan DelBene, Director
Applies to: Represented and Non-Represented Employees

DEPARTMENT OF REVENUE
ADMINISTRATIVE POLICY
Number: 4.1.5
Sponsoring Division: Human Resources Division
References:
RCW 41.04.033-.039
RCW 42.52
WAC 292-110-010

Background
The Department of Revenue encourages employee participation in charitable or non-profit activities.

Within the scope of the state ethics law, and subject to Director approval, employees are allowed to organize and participate in events benefiting charitable organizations that help communities. This includes, but is not limited to, drives for donations of: blood, food, gently used or new items, time, and/or money.

Advance Approval for Charitable Activities
The Combined Fund Drive (CFD) is a Director approved activity. All activities conducted during the CFD campaign period do not require the advance approval process.

Non-CFD activities must be approved, in advance, by the Director/designee. The Director/designee ensures that the:
- Charitable activity is appropriate and legitimate and
- Employees are accountable and adhere to de minimis state resource standards.

Approval must be requested through the following link:
http://insidedor/Sites/Teams/charities/default.aspx

Non-CFD Activities
Employees should first consider planning charitable events through the CFD.
Collections from non-CFD activities cannot be deposited to the state treasury and must be safeguarded by the event organizer(s).
Employees are prohibited from:

- Soliciting donations from businesses/taxpayers in the name of the “Department of Revenue”.
- Using official state positions to solicit goods and services from private organizations and businesses.
- Using state resources to conduct non-approved fundraising activities.
- Requiring others to participate or donate.
- Conducting gambling or “games of chance” unless the Director/designee has approved an activity that includes a raffle.

Administrative Policy History

Revised January 24, 2005
Revised February 1, 1999
Revised August 3, 1990
Created April 15, 1986