

Title: Fundraising	Number: 4.1.5
Contact Person's Title: Human Resources Assistant Director	Sponsoring Division: Human Resources Division
Phone Number: (360) 704-5730	References: RCW 41.04.033 – 41.04.039 RCW 42.52 WAC 292-110-010 434-750 WAC Supporting our Communities website
Effective Date: February 10, 2020	
Approved: Vikki Smith, Director	
Applies to: All Employees	

Purpose

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

The Washington State Combined Fund Drive (CFD) campaign runs annually from the beginning of October to the end of December and is a Director approved activity. Revenue's actual dates will be established annually by the Agency campaign leaders.

Approval for all activities conducted during the CFD campaign period must be requested using the [CFD Activities Form](#).

Non-CFD Activities

Non-CFD activities must be approved, in advance, by the Director/designee. The Director/designee ensures that the:

- Charitable activity is appropriate and legitimate.
- Employees are accountable and adhere to de minimis state resource standards.

Approval for non-CFD activities must be requested using the [Non-CFD Charitable Activities Form](#)

Non-CFD Activities

Employees should first consider planning charitable events through the CFD. However, non-CFD activities may be approved if:

- The event occurs outside the CFD campaign period.
- A specific cause is targeted.

Employees should refrain from planning non-CFD activities during the CFD campaign period.

Collections from non-CFD activities cannot be deposited to the state treasury and must be safeguarded by the event organizer(s).

Prohibited Activities

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 involving a raffle.
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Administrative Policy History

Revised February 10, 2020 – Placed in standard format, edits added for clarification.

Revised January 1, 2011

Revised January 24, 2005

Revised February 1, 1999

Revised August 3, 1990

Created April 15, 1986
