

Fund-Raising for Charitable Purposes	Policy 1.31 9/8/2010
Purpose: This policy establishes guidance for conducting fund-raising activities or events for charitable purposes.	

This policy applies to all employees. Represented employees shall refer to the master agreement provisions that may supersede any portion of this policy.

Policy:

At various times during the year, particularly during holiday seasons, employees may wish to raise funds for various charitable purposes. The commission supports a modest number of these efforts but such charitable fund-raising activities must never result in a loss of public trust and confidence in the commission and always meet both legal and ethical guidelines.

Community Giving Committee

The commission has established the Community Giving Committee to coordinate commission charitable activities and advise the Senior Management Team (SMT) on which charitable causes to support and how best to organize those activities.

The SMT is responsible for the approval of the commission’s charitable giving activities. Except for passive fundraising activities as described below, only activities recommended by the Community Giving Committee and approved by the SMT will be permitted to take place.

In considering how to organize and carryout charitable giving activities and which charitable causes to recommend the commission support, the Community Giving Committee will consider whether the activity meets all of the following:

- Is the activity of negligible cost to the commission?
- Does the activity interfere with the performance of the official business of the agency?
- Does the activity violate the state's Ethics in Public Service law (RCW Chapter 42.52)?
- Does the activity violate the commission’s Use of State Resources Policy (Policy 1.17)?

Charitable Activities

The following is a list of some activities that are legally and ethically appropriate for fund-raising purposes - this list is not all-inclusive:

- Games of skill – (participants pay an entry fee and the winner is awarded a prize)
- Sale of crafts (e.g., sewing, ceramics, paintings)
- Sale of cooked or baked goods (e.g., cakes, cookies, candy)
- Silent auctions of donated merchandise
- White elephant sales
- Direct cash or merchandise contributions
- Car washes

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Commission employees may purchase products or gift certificates and donate them to a silent auction. However, the Ethics in Public Service law, RCW 42.52.140, strictly prohibits the solicitation of external businesses or organizations by state employees where it could be reasonably expected that the gift, gratuity, or favor would influence a vote, action, or judgment of the employee, or be considered as part of a reward for action or inaction. Commission employees must be particularly mindful of this guidance as the agency has a regulatory relationship with many kinds of businesses in the state.

Activities that involve gambling in any form are prohibited. This includes raffles, drawings, lotteries and sports pools in which profits are generated to support charitable activity(s).

Passive Fundraising

Generally, state ethics rules prohibit the use of state resources to support, promote the interests of, or solicit for outside organizations, including non-profit organizations. However, the rules give agencies some discretion to allow specific uses of state resources that will support organizational effectiveness.

The commission permits employees to make limited use of state resources to support, promote the interests of, or solicit for non-profit organizations. It is commonplace for employees to be involved in civic, sports, educational, cultural, and community organizations and for such involvement to include event publicity, fund raising, and similar activities. Within reasonable limits, accommodating these activities by employees supports the organizational effectiveness of the agency. Examples of permitted uses include posting event announcements in an employee's work area and passive sale of tickets or fund raising items such as candy bars.

An employee using state resources to benefit a non-profit organization must avoid activities that impose any cost on the agency or interfere with the work of the employee or any other employee. Examples of these activities include actively soliciting contributions or purchases by other employees and sending general electronic mail messages to other employees.

Employees should limit the frequency and duration of activities that benefit outside non-profit organizations.

Failure to Follow Policy:

Failure to follow this policy may result in corrective or disciplinary action up to and including dismissal.

REFERENCES:

- WAC 292-110-010
- RCW 9.46.0209
- RCW 42.52
- Executive Ethics Board Advisory Opinion

POINT-OF-CONTACT: Human Resources

Policy approved by:

David W. Danner, Secretary

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