

CCS Administrative Procedure

7.05.01-A Fundraising for Charitable Purposes

Implementing Board Policy [7.05.01](#)

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1.0 Purpose

To provide guidance specifically for employee participation and student organization participation in fundraising so that these activities conform to state ethics laws, advisories, and procedures. This procedure does not cover CCS Foundation fundraising. If the Foundation is receiving funds, the CCS Fundraising Activity Procedure must be followed.

2.0 Limitations

- 2.1 Washington Administrative Code provides guidance to state employees regarding the use of state resources and time. An agency head may authorize limited use of agency staff time and resources for supporting, promoting, or soliciting for charitable activities if that use is specifically authorized in an agency policy, conforms to that policy, and use is de minimis.
- 2.2 *The CCS Treasurer's Handbook, the SFCC Student Clubs and Associations Handbook, and the Killian Outline* allow student organizations to conduct fundraising activities to support student clubs, activities, and for charitable purposes. All procedures in these guides must be followed.
- 2.3 It is recommended that faculty, staff, and student organizations perform fundraising activities in their private capacities.

3.0 Employee Use of State Resources

- 3.1 Washington's Ethics in Public Service Act, Chapter 42.52.160 RCW, prohibits the use of state resources to support outside organizations or groups, including charities, unless support is part of the employee's official duties, promotes organizational effectiveness, or the use of state resources is de minimis. An agency head or designee may authorize limited use of agency staff time and resources for supporting, promoting, or soliciting for charitable activities, if that use is specifically authorized in an agency policy and conforms to that policy.
- 3.2 In order to use resources to support an outside organization in accordance with WAC 292-110-010, the use must be approved by the Appointing Authority (Chancellor, College Presidents, or CCS Executives).
- 3.3 Examples of Organizational Effectiveness:
 - 3.3.1 Agency heads may deem soliciting for a specific charity is "organizational effectiveness."
 - 3.3.2 Using resources to support the Combined Fund Drive (CFD) is permitted if approved by the appointing authority or designee.
 - 3.3.3 An employee is **not** permitted to bring in Girl Scout cookies, flowers, chocolate, magazine subscriptions, or other fundraising campaigns to solicit co-workers. This type of fundraising does not benefit or support the District and does not support organizational effectiveness.

- 3.4 "De minimis use" occurs when all the following conditions are met:
- 3.4.1 There is little or no cost to the District;
 - 3.4.2 Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
 - 3.4.3 The use does not interfere with the performance of the administrator's or employee's official duties;
 - 3.4.4 The use does not disrupt or distract from the conduct of District business due to volume or frequency;
 - 3.4.5 The use does not disrupt other District employees and does not obligate them to make personal use of District resources; and
 - 3.4.6 The use does not compromise the security or integrity of District property, information, or software.
- 3.5 Examples of De Minimis Use of State Resources
- 3.5.1 Use of an office computer to create a flyer of the approved charitable activity.
 - 3.5.2 Print and place a flyer in break rooms/common areas/bulletin boards that have been approved as a place to post announcements
 - 3.5.3 Use of and placement of bins for collection of goods for donation. (Bins may not be purchased using CCS resources.)
 - 3.5.4 The agency uses a very limited amount of state-paid time and agency resources to send an e-mail notifying employees of the fundraising event. An email sent to notify employees of a blood drive would be considered a limited and acceptable use of state resources.
 - 3.5.5 Another example is a bake sale to support an Adopt-A-Family Program. Here, the baking would be performed at home and after working hours. The baked goods are then displayed for purchase during break times and the lunch hour. When gifts are purchased for the family, the purchases are made after working hours.
- 3.6 Examples of Violations of De Minimis Use of State Resources
- 3.6.1 Any use of state resources that results in a cost to CCS or an expenditure of funds should be avoided. Consider this scenario: a group of employees spend six working hours of staff time a week for over a four-week period to plan a charitable fundraiser, and use the computer, fax, and copier to produce fundraising materials. This is an expenditure of state funds that **would not be considered de minimis or limited** use of state resources. In addition, state resources may not be used for the benefit of any other person, whether or not operated for profit, unless the use is within the course of official duties.
 - 3.6.2 The agency uses state-paid time and agency resources to distribute multiple flyers to all agency employees. **This is an ethical violation**, as it does not meet the de minimis requirement.
- 3.7 Any activity related to campaigning for election or promoting or opposing ballot propositions is prohibited.

4.0 Solicitation by State Employees

- 4.1 Washington's Ethics in Public Service Act prohibits charitable solicitations that may lead to the appearance that a donation may result in favorable treatment from the state.
- 4.2 State employees may not use their official state positions to solicit goods and services from private organizations or businesses.
- 4.3 Charitable solicitation is not permitted in or on those facilities to which access by the general public is restricted or where such solicitation would significantly impinge upon the primary business being conducted.

4.4 Examples of Allowable Solicitations

4.4.1 On their lunch break or after work a group of employees who are involved in regulating or contracting on behalf of CCS solicit holiday gifts on behalf of a family sponsored by Adopt-a-Family. They do not solicit from CCS vendors or other individuals with whom they conduct state business. When soliciting the gifts, they tell the businesses that they are soliciting on behalf of the sponsored family or Adopt-a-Family. **This is not an ethical violation.** By soliciting on behalf of the private charity and not a state agency they are not using their state positions to influence the private businesses. In addition, the employees are not using state paid time or resources for the solicitation.

4.4.2 After work or on the weekend a group of state employees solicit holiday gifts on behalf of a family sponsored by Adopt-a-Family or their local private school. They solicit door-to-door in their neighborhood and do not solicit from CCS vendors or other individuals with whom they conduct state business. When soliciting the gifts, they indicate that they are soliciting on behalf of the private school, the sponsored family, or Adopt-a-Family. **This is not an ethical violation.** The employees are not using their state positions to influence the private businesses and are not using state resources to support the private charities.

4.5 Examples of Non-Allowable Solicitations

4.5.1 An employee is active in a local PTA organization that holds fundraising events to send children to the nation's capital. Although a parental payment of expenses for the trip is expected, the more raised through individual contributions, the less the parent must pay. The employee uses CCS e-mail to solicit contributions to the fundraiser from a broad distribution list of co-workers. The e-mail asks each recipient to pass along the e-mail to other state employees. **This is an ethical violation.** The employee is using state resources to promote an outside organization and a private interest. By sending the e-mail to other state employees and asking state employees to pass the solicitation along, the employee is asking other state employees to improperly use state resources in a manner that interferes with the performance of official duties.

4.5.2 The purchasing office sends a letter requesting gifts or donations for use at a CFD kick-off luncheon to several vendors who provide goods and services to CCS. **This is an ethical violation.** While the purchasing supervisor will not personally benefit from the gifts, the CFD charities and the gift recipients would benefit from them. In addition, it would be reasonably expected that vendors who respond favorably to the solicitation did so with the intent to influence the vote, action, or judgment of the purchasing supervisor.

4.5.3 A CCS executive sends a letter to local businesses, including several vendors who provide goods and services to CCS, requesting gifts or donations for a use that will benefit CCS employees and a private charity. **This is an ethical violation.**

While the executive will not personally benefit from the gifts, the private charity would benefit from them. In addition, it would be reasonably expected that vendors who respond favorably to the solicitation did so with the intent to influence the vote, action, or judgment of the executive. This expectation of the vendors would be true even if the executive did not routinely participate in such decisions.

4.5.4 On their lunch break a group of employees who work for an agency that regulates or administers benefits for private business, but who are not personally involved in regulating or administering benefits for their agency, solicit holiday gifts on behalf of a family sponsored by Adopt-a-Family. When soliciting the gifts, they voluntarily inform the businesses that they are employed by their state agency but are soliciting on behalf of the sponsored family or Adopt-a-Family. **This is an ethical violation.** By stating that they are employed by an agency that regulates or administers benefits for the private businesses they are using their state positions to influence the private businesses and support the private charity.

5.0 Student Organization Activity

- 5.1 Funds raised without the use of state property or facilities are considered private funds and may be used without state fund restriction. They must not be commingled with state funds. Such funds must be held in separate college accounts to retain their private character.
- 5.2 If S&A funds are used as “seed money” then all funds collected become state funds and are subject to state rules and regulations.
- 5.3 The college is to be compensated from private funds for any direct costs associated with the fundraising activity, such as facility or equipment use. However, de minimis use may be allowed.
- 5.4 Club-sponsored fundraising events, club sponsoring vendor, and raffles must have the appropriate forms completed in advance of the event. Notice is to be given to the administrative assistant of Student Support Services and/or discussion with the Director of Student Funded Programs depending on the type of event.
- 5.5 The student organization is responsible for complying with all RCW and WAC Raffle Rules.

6.0 Related Information

- 6.1 CCS Board Policy [7.05.01-A](#) Fundraising and Gift Acceptance
- 6.2 Chapter [42.52 RCW](#) Ethics in Public Service and [RCW 9.46](#)
- 6.3 [WAC 292-110-010](#) and [132Q-136-040\(6\)](#)
- 6.4 Washington State [Executive Ethics Board](#)
- 6.5 Administrative Procedure [5.20.01-B](#) Agency (Trust) Accounts
- 6.6 Administrative Procedure [2.10.06-A](#) General Ethics for Employees and Officers, Section 9.0 Supporting Outside Organizations (including charities)
- 6.7 State of Washington Executive Ethics Board Advisory [Opinion Number 02-02A](#)

6.8 SFCC Student Clubs and Associations Handbook

6.9 [The Killian Outline](#)

6.10 CCS Treasurer's [Handbook](#)

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