

MONONA GROVE SCHOOL DISTRICT

Board Policy 671.31

CHARITABLE CONTRIBUTIONS CAMPAIGN

Each fall the Board shall participate in an annual solicitation of charitable contributions. The solicitation shall be limited to umbrella groups which have at least five charitable agencies as members.

In addition to representing at least five charitable organizations, an umbrella group must also meet the following requirements in order to be able to participate in the campaign. The umbrella group:

1. Must be a charitable organization as described under the Internal Revenue Code and exempt from federal income tax.
2. Must be registered with the Wisconsin Department of Regulation and Licensing (DRL) or exempt from registration in accordance with state law.
3. Must be organized in an appropriate manner to fit its purpose. It must have a board of directors which represents community interests and which exercises close supervision over the operation, fund-raising and monetary disbursing efforts of the organization.
4. Must provide a current roster of the volunteer board of directors, who serve without compensation, including each member's name, address and years of continuous service on the board. (Non-profit paid staff of the umbrella group may not serve on the Board with voting rights). Minutes of regular meetings should be available upon request.
5. Must provide a personnel roster by staff position.
6. Must use generally accepted accounting practices which would be acceptable to an independent certified public accountant.
7. Must provide a copy of last year's audit report or an independently certified financial statement.
8. Must provide a copy of the operating budget identifying all income and expenditures for the last year and the current year.
9. Must publicize and promote based only on the actual program and operations of the charitable organization.
10. Must not sell or otherwise permit others to use lists of its contributors.

11. Must not have been created specifically to take advantage of the opportunity for payroll deduction in the district. It must operate an ongoing system of seeking contributions from the general public.
12. Must have a policy and procedures of nondiscrimination on the basis of race, color, religion, national origin, handicap, age, or sex, applicable to persons served by the organization, staff employment and membership on the governing board.
13. Must bond its employees. Such bond shall cover any loss of funds contributed by district employees related to fraudulent or dishonest acts committed by umbrella group employees.
14. Must screen all of its own agencies and certify that all of the above requirements are met for those agencies to be included in the umbrella group's application.

CROSS REFERENCES: Administrative Rule 671.31, Charitable Contribution Campaign Guidelines
Administrative Exhibit 671.31, Application for Participation in the Monona Grove School District's Charitable Contributions Campaign

BOARD APPROVAL: April 9, 2003