

## **MONONA GROVE SCHOOL DISTRICT**

Administrative Rule 671.31

### **CHARITABLE CONTRIBUTIONS CAMPAIGN GUIDELINES**

#### **A. Application Process**

Umbrella groups interested in applying for inclusion in the district's charitable contributions campaign shall:

1. On or before June 1, make application to the Director of Business Services for participation in the fall campaign. The application shall include documentation that will satisfy all of the requirements set forth in Board policy.
2. Certify that all of the requirements set forth in Board policy are met for those agencies to be included in the umbrella group's application. In addition, each umbrella group must include with its application descriptions of each of the member agencies included along with a statement as to how each of them provides direct human and/or educational services to the people of Dane County. The district reserves the right to request specific information about any charitable organization included in the application and to exclude any which it deems to be inappropriate and not in conformance with the established requirements.

The Director of Business Services shall review and approve or reject umbrella group applications. He/she shall submit approved applications to the Board for approval or rejection”.

#### **B. Campaign Procedures**

1. The participating umbrella groups and the Director of Business Services shall determine the scope and time of the campaign, develop campaign materials and conduct the campaign and evaluate the campaign.
2. Except during the designated solicitation period, no charitable organization or its representatives shall solicit charitable contributions from employees during working hours. In addition, no undue pressure shall be exerted on any district employee to participate.
3. Campaign reports of cash and payroll deduction contributions shall be provided to the district following the campaign.
4. All campaign materials and services shall be provided without cost to the district.
5. Employees shall be permitted to designate their cash or payroll contributions to umbrella groups or individual agencies within such groups.

APPROVED BY THE SUPERINTENDENT: April 9, 2003