I. Institutional Regulations

DMACC employees shall have an opportunity to voluntarily make charitable contributions in the work place with maximum efficiency, little disruption to essential College activities, and minimum administrative cost. In order to balance these interests, it is necessary to structure a combined charitable campaign to be centrally scheduled and controlled by a governing committee. No donee (as hereinafter defined) or agent thereof shall conduct unilateral meetings or other charitable campaign activities on DMACC property during business hours.

II. Procedure

A. Governing Committee - A committee (the "governing committee") consisting of the (a) Vice President, Business Services; (b) Executive Vice President, Academic Affairs; (c) Executive Director, Human Resources; (d) a representative of DMACCHEA; (e) a representative of DMACCESA; (f) campus Provosts, and (f) the Campaign Manager shall determine which federations of agencies and College affiliated organizations (hereinafter "donee" singularly and "donees" collectively) shall be eligible to participate in an annual campaign.

B. Campaign Manager - The College President shall annually appoint a DMACC employee as campaign manager who shall in turn appoint building representatives. The campaign manager, the DMACCHEA representative, and the DMACCESA representative shall oversee the annual campaign and coordinate with building representatives to plan the campaign activities for that year.

C. Donee - A donee must be either (1) a College affiliated organization consisting of a non-profit entity formally constituted to support the educational mission of the College and which complies with Board policy and sub-section "Q" of this procedure, or (2) a federation of agencies formally constituted and consisting of 15 or more separate member agencies which certifies under oath that at least 15 of its member agencies are [1] individually eligible to receive contributions pursuant to Board policy and sub-section "Q" of this procedure, and [2] legally entitled to receive contributions which may be deducted on the contributor's federal and Iowa individual income tax returns.

D. Administration of Campaigns - It shall be the responsibility of the governing committee to determine, in accordance with the terms and conditions stated in College policies and procedures, which donees shall be eligible to participate in an annual campaign.

E. Solicitation Period - The solicitation period shall fall within the period of August 15 through November 30. The length of the campaign is intended to be no more than four weeks, although the solicitation period may be extended upon approval of the governing committee. Any employee beginning work with the college after the campaign period shall be allowed a period of thirty (30) days to participate.

F. Work Site Solicitation - No donee shall, on its own motion, solicit College employees at any College work site. Work site solicitations shall occur only during the solicitation period and only under the direction of the campaign manager and building or departmental campaign chairs. Each donee will be allowed to provide literature as approved by the campaign manager to be combined with the literature of other donees and distributed to employees on a coordinated basis. Unilateral distribution of literature by any donee is prohibited. Every donee will have an equal opportunity to make presentations by speaker or electronic media at times and locations coordinated by the campaign manager to minimize disruption to College activities. Unilateral presentations by speaker or electronic media are prohibited.

G. Employee Solicitations - Employee solicitations are to be conducted using only methods that encourage voluntary giving. Activities that do not allow free choice or the appearance of voluntary participation and free choice are prohibited. Individual employee contribution records are
confidential records. Employee names will be provided to donees on the condition the donees agree not to publish or otherwise distribute employee names to others. Employee addresses, telephone numbers and other personal information are considered confidential information in confidential personnel records and will not be disclosed to donees. In order to preserve employee confidentiality, donees desiring to acknowledge donations shall address such acknowledgments to individual employees care of the campaign manager, who shall cause such acknowledgments to be delivered to employees through the campus mail system.

H. Pledge Authorization Forms - The campaign manager shall annually distribute a uniform pledge authorization form (hereinafter "pledge form") to all employees. A pledge form must be utilized by any participating employee desiring to contribute to any donee. Each completed pledge form shall be delivered to the appropriate building or departmental campaign chair of the building or department in which such employee works and shall be maintained (or a copy thereof filed) to substantiate payroll deduction.

I. Termination of Payroll Deduction - Any employee wishing to terminate his/her payroll deductions shall be required to give thirty (30) days' prior notice in writing to Payroll, which shall in turn notify the campaign manager. Upon receipt of such notice, the College shall terminate further payroll deductions from such employee's compensation without prior notice to or the consent of any affected donee. The College shall have no responsibility to enforce, or liability for failing to enforce, the pledge of any participating employee to any donee. Termination of employment with the College shall be deemed to be a termination of authorization for deduction of the pledged amount. Any outstanding amount of the pledge shall not be withheld from the employee’s final paycheck. Pledges shall be deducted beginning with the first paycheck in January. A minimum deduction of one dollar ($1.00) per pay period shall be required for payroll deduction.

J. Requests to Participate - Any donee wishing to participate in any annual campaign program shall forward a completed application packet to the campaign manager no later than May 15 of each year, or such other date as may be set and published by the campaign manager.

K. Notification of Federations and Organizations - The campaign manager shall, within 60 calendar days following the closing date for applications, send letters of denial or acceptance on behalf of the district and state applicable reasons for any denial.

L. Distribution of Campaign Moneys

1. Only an approved pledge form shall be used. Pledge forms shall be developed and approved by the governing committee before being used in any campaign. Employees shall be required to specifically designate their gifts to any donee or donees described in the campaign materials, and the pledge forms shall be designed to accommodate such designations.

2. Moneys pledged, but not contributed, shall reduce moneys distributed to a donee in the same ratio as the designated moneys to the affected donees.

3. Moneys collected by payroll deduction, less amounts retained to pay actual administration costs pursuant to paragraph "P" below, shall be sent to the respective donees twice a month by Payroll.

4. Unqualified member agencies of a federation of agencies shall not be listed on the combined charitable campaign pledge form nor receive any portion of donations made to the federation of agencies as a whole, and each federation of agencies with unqualified member agencies shall certify under oath the existence of internal accounting procedures sufficient to preclude the distribution to unqualified member agencies of any portion of College employee contributions made to such federations of agencies as a whole.

M. Criteria for Ongoing Participation - Once approved for participation, any donee may be subsequently disqualified from participation in the annual campaign by the campaign manager for either of the following reasons:

1. Failure to comply with the terms and conditions of college policy, procedure and eligibility requirements, or
2. Filing an application to participate in a campaign which contains false or misleading information.

Should the campaign manager disqualify any donee, the campaign manager shall promptly send notice thereof on behalf of the governing committee to the disqualified donee stating the reason for such disqualification.

N. Request for Reconsideration - Any donee which has been denied admission or whose participation in a campaign has been terminated shall be allowed ten calendar days following the date of receipt of the notice of denial or determination to file a written request for reconsideration with the campaign manager; the notice shall bear the date upon which it was mailed, and it shall be conclusively presumed that the date of receipt of such notice is no more than five calendar days after the date upon which the notice was mailed. The campaign manager shall notify such donee of the final decision within ten calendar days following the receipt of the request. The campaign manager's decision shall be considered final.

O. Contributions to Disqualified Federations or Organizations - Any donee disqualified from further participation in a campaign shall have any further payment of contributions to it terminated. Subsequent collections of pledges to such donee shall be distributed in the same ratio as are designated gifts.

P. Charitable Campaign Program Fees - Moneys shall be collected from the contributions to each donee and retained by the College for the purpose of paying actual and necessary expenses incurred by the College in administering a campaign; provided expenses for which moneys may be retained shall be determined periodically by the governing committee and shall not exceed five percent (5%) of the annual contribution pledged. Fees shall be set to cover only the cost of materials and of administering a campaign and shall not cover salaries of employees involved in the campaign.

Q. Charitable Campaign Eligibility Requirements - Any donee shall be allowed to participate in an annual charitable campaign of the College if it meets all of the following requirements, which shall be kept on file by the donee and made available to the College upon request:

1. Be a nonprofit, tax exempt organization described in Section 501(a) and Section 501(c)(3) of the Internal Revenue Code, as amended;

2. Make available to the general public and the campaign manager an annual financial report which is prepared by an independent certified public accountant, and provide for an annual external audit (for donees with an annual budget of $100,000 or more) or a financial review (for donees with an annual budget under $100,000) signed by an independent certified public accountant;

3. Have an active and responsive governing board that meets at least semi-annually and whose members have no material conflict of interest and, except for a paid staff director, serve without compensation;

4. Provide services readily accessible to residents of the area served by the College;

5. Have a direct and substantial local presence in the area served by the College (a telephone number or a post office box alone shall not constitute a local presence);

6. Operate in accordance with College policies regarding non-discrimination in both employment and program delivery;

7. Provide an annual report to the general public and to the campaign manager detailing the local activities of the donee;

8. Provide an annual budget approved by its governing board in a form consistent with financial statements and generally accepted accounting procedures;

9. Certify under oath that no contributions received from College employees shall be used by the donees or their member agencies for capital expenditures or for purposes inconsistent with Section 501(a) and Section 501(c)(3) of the Internal Revenue Code; and
10. Complete a College application for participation; provided, further, that an application submitted on behalf of a donee constituting a federation of agencies shall include certification under oath that at least 15 of its member agencies are [1] individually eligible to receive contributions pursuant to Board policy and this procedure, and [2] legally entitled to receive contributions which may be deducted on the contributor's federal and Iowa individual income tax returns; unqualified member agencies of a federation of agencies shall not be listed on the combined charitable campaign pledge form nor receive any portion of donations made to the federation of agencies as a whole, and each federation of agencies with unqualified member agencies shall certify under oath the existence of internal accounting procedures sufficient to preclude the distribution to unqualified member agencies of any portion of college employee contributions made to such federation of agencies as a whole.

APPROVED:  
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Executive Director, Human Resources  
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