

Administrative Policy No. 18.55

Subject: Combined Fund Drive

Information Contact: DSHS Human Resources

Authorizing Sources: Chapter [41.04.033](#) RCW
Chapter [41.04.0331](#) RCW
Chapter [41.04.0332](#) RCW
Chapter [41.04.035](#) RCW
Chapter [41.04.036](#) RCW
Chapter [41.04.039](#) RCW
Chapter [42.52](#) RCW
Chapter [434-750](#) WAC
Chapter [292-110](#) WAC

Effective Date: July 1, 2005

Revised: May 1, 2022

Approved By: Original signed by Lori Manning
Acting Senior Director, Human Resources Division

Purpose:

This policy establishes the department approved process for employees to participate in charitable giving, which is through the Combined Fund Drive.

Background:

The Combined Fund Drive (CFD):

- Is the only authorized formal solicitation of Washington state employees in the workplace on behalf of participating not-for-profit organizations;
- Lessens the burden of government and local communities in meeting the needs of human health and welfare;
- Provides a convenient channel through which state employees and public agency retirees may contribute to participating organizations providing services in Washington State and around the world; and

- Minimizes the disruption in the state workplace and the cost to taxpayers caused by multiple charitable fund drives.

Scope

This policy applies to all DSHS employees and all activities associated with the workplace to raise and collect money or items for donation.

This policy does not apply to employee self-funded team building, recognition, or wellness activities or events at the workplace. Staff should refer and adhere to the applicable policies and procedures.

Definitions

The Washington State Combined Fund Drive (CFD) is the Washington state workplace-giving program for active and retired public employees to donate to local, national, and global charities. It is administered by the Washington State Office of the Secretary of State (OSOS).

The CFD campaign is the annual period of organized solicitation of state employees and public agency retirees. This solicitation is conducted to obtain voluntary contributions, donations, and charitable commitments to approved not-for-profit participating organizations for the following year of contributions. Generally, the campaign is held from October 1 to December 15, although fundraisers and other events may be held throughout the year.

CFD activities are all events that raise and collect money and items such as food, clothing, and toys. Donations of items, not money, are 'goods drives' for purposes of this policy.

Goods drives are DSHS CFD events that collect food, clothing, toys, personal hygiene, or other items donated to a registered charity.

The DSHS campaign leader is appointed by the DSHS secretary or designee to administer the DSHS CFD annual campaign.

DSHS campaign executive assists the DSHS campaign leader with the DSHS CFD campaign.

DSHS administration campaign co-leads represent a DSHS administration and serve on the DSHS CFD team.

DSHS local coordinators represent a local office, division, or institution/facility for the DSHS CFD.

Participating organization is a public 170 (c) (1) or private 501 (c) (3) not-for-profit organization whose application is approved by the CFD committee to participate in the CFD campaign.

Year of contributions is the annual calendar year for collection of the voluntary payroll deductions for charitable contributions authorized by DSHS employees under this policy.

Policy Requirements

A. General

1. The CFD is the only approved fundraising and in-kind collection of goods (such as food, clothing, and toys drives) permitted in the agency;
2. The following activities shall not be allowed for DSHS fundraising:
 - a. Soliciting businesses for donations, as a state employee or on state time.
 - b. Conducting raffles.
 - c. Promoting sales of goods that benefit a commercial purpose, group, or individual, for example: candy or cookie sales, books or other goods sales where the business, school, individual, or other organization retains some of the proceeds, unless these activities are allowed by the DSHS administrative policy on "Use of State Resources".
 - d. Soliciting contributions for non-registered CFD charities, organizations, groups, or individuals.

B. Campaign Staff and Volunteer Roles

1. Campaign leader
 - a. Serves as the DSHS liaison with the office of the secretary (OSOS) and manages the DSHS/OSOS interagency agreement.
 - b. Determines the campaign theme, sets goals, and plans activities, in conjunction with the campaign executive and the administration campaign co-leads.
 - c. Reports the annual campaign results to the OSOS CFD office.
 - d. Assigns and tracks fundraisers and goods drives numbers, in the absence of the campaign executive.
2. Campaign Executive
 - a. Provides administrative support to the DSHS CFD campaign leader.
 - b. Maintains DSHS CFD data as needed.
 - c. Works with the administration co-leads to ensure data accuracy.
 - d. Assigns and tracks DSHS CFD fundraiser and goods drives numbers across the department.
3. Administration Campaign Co-leads
 - a. Set goals for their administration, develop plans, and implement activities.
 - b. Work with their administration's leadership to recruit local coordinators for each office location.

- c. Provide the DSHS CFD campaign leader the names of employees who will serve as campaign local coordinators to assist in the CFD campaign.

4. Local Coordinators

- a. Provide information about the CFD to the staff in their location.
- b. Facilitate fundraising and other events in their locations to support the CFD.
- c. Work with their administration co-lead as needed.
- d. Remain on the payroll of their employing organization during this assignment.

C. Campaign Support

3. The DSHS secretary or designee may authorize the reasonable use of state resources to support, promote, and conduct the annual CFD campaign within their organization. Reasonable uses are those that are not excessive in volume or frequency as determined by the secretary.
4. At the discretion of the secretary or designee, DSHS employees may be authorized to attend Secretary of State's Office and DSHS CFD training, promotional, and fundraising events on work time.
5. DSHS may establish local CFD campaigns within the geographical areas it covers, to include:
 - a. Conducting promotional and fundraising events.
 - b. Providing training and recognition of local coordinators.
 - c. Identifying DSHS-specific themes.
 - d. Developing marketing and communication plans for the campaign.
6. DSHS determines the length of time for the agency's CFD campaign. Generally, this is between October 1 and December 15, consistent with the OSOS campaign. With management approval, some DSHS locations conduct fundraisers, goods drives, and other events to support CFD charities throughout the year.
7. Local DSHS leadership may grant CFD charities the opportunity to share information with DSHS staff about their organization during the campaign.
8. DSHS administrations are encouraged to support employees' participation in all CFD efforts such as kickoffs, recognitions, goods drives, and other fundraisers. Doing so promotes positive morale, wellness, and community connectivity.
9. Staff must have equal access to the information about all CFD charities.
10. CFD solicitations of employees may be conducted during work hours using methods that ensure giving is voluntary and if desired, confidential, as permitted by law.

11. Campaign kick-offs, recognition events, awards, and other non-soliciting events build support for the CFD and are encouraged. CFD fundraising events such as auctions, bake sales, carnivals, athletic events, or other activities not specifically provided for in these rules are permitted when approved in advance by DSHS management.
12. Local coordinators and their respective volunteers are required to take Secretary of State or DSHS CFD on-line trainings or in-person trainings if possible.
13. The opportunity to serve as a DSHS CFD co-leader and local coordinator develops leadership, communication, project management, and teamwork skills that benefit the employee, their work unit and the agency's morale.

D. Contributions:

1. Employees may contribute to the CFD using payroll deduction, checks, money orders, cash, or in some instances other electronic methods.
2. Employees may receive, upon request, a receipt for in-kind or goods drive donations.
3. Employees may use work time and work computers to sign up for on- line payroll deductions through www.give.wa.gov.
4. Employees using paper contribution (pledge) forms must send the form to the DSHS CFD office at MS 45018 for processing. An email or fax is also ok as long as the employees have signed the form.
5. Authorized participation in DSHS CFD fundraising or goods drives is allowed on state time, using state resources.

E. Handling and Depositing Contributions

1. The campaign leader develops, in conjunction with the campaign executive and co-leads, procedures and processes for the collection and processing of contributions collected through fundraisers and in-kind goods drives.
2. DSHS employees must follow all written procedures for the collection and processing of contributions collected through fundraisers and in-kind goods drives.
3. Cash contributions from fundraisers must be deposited into the DSHS cash unit CFD account in accordance with State Treasurer policy.
4. All organizers of DSHS fundraising and in-kind goods collection activities must request and receive an event number from the DSHS campaign leader or campaign executive prior to conducting the event.

5. DSHS encourages on-line contributions for on-going, time-limited, and one-time donations; including fundraisers. This method minimizes the risks associated with cash handling and maximizes benefit to charities.

DSHS Official