

General Procedure - Denim Days

Purpose:

To raise money for charitable organizations while giving employees the opportunity to dress casually and wear jeans.

Limits and Regulations:

1. Employees donate \$1 for the privilege of dressing casually on Friday each week.
2. Contributions are collected by employee authorized payroll deduction or by the designated employee in each building as determined by the BSC Denim Day Committee.
3. Employees may also dress casually and wear jeans during Christmas and spring break or by designation by the President.
4. Attire should be appropriate (i.e. no holes or frayed jeans) for work.
5. BSC Denim Day stickers are available for participating employees. Stickers can be obtained by contacting the appropriate Denim Day committee member in each building.
6. If a Friday falls on a holiday, the preceding work day shall be designated as the BSC Denim Day.

Selection Procedure:

1. The last Friday of each month shall be designated as the Bismarck Tribune sponsored Jeans Day.
2. The Denim Day Committee shall designate which charity will receive funds for the remaining Fridays (excluding the Bismarck Tribune sponsored Jeans Day) in a quarter. Quarters are as follows: January-March; April-June; July-September; October-December.
 - a. Requests for specific charities to receive funds should be sent to the Denim Day Committee Chair by November 1 of each year.
3. BSC student organizations, recognized by Student Life and in good standing, may request one Denim Day (other than a Friday) per semester. The student organization must have the recommendation of the advisor to hold a Denim Day. The requested Denim Day should be part of fundraising efforts to benefit a recognized charitable organization of the student organization's choice. Officers of the student organization will be responsible for:
 - a. Contacting the appropriate Denim Day committee members in each building;

- b. Collecting all funds raised from the Denim Day;
- c. Documenting the funds are received by the appropriate charity or organization.

The Director of Student Life will be responsible for final approval of all student organization requests for Denim Days.

- 4. All other special Denim Day requests will not be granted.

History of This Procedure:

First procedure draft May 2, 2008.