

## ***General Procedure - Employee Sponsored Charity Contributions***

### **Purpose:**

To raise funds for charitable organizations and provide support for the community.

### **Limits and Regulations:**

1. Employees donate \$1 and dress in designated theme (if applicable---i.e. wear pink for Breast Cancer) for the fundraising event/cause.
2. Contributions are collected by employee authorized payroll deduction or by the designated employee in each building as determined by the BSC Employee Sponsored Charity Contributions Committee. A charity event designation (other than a Friday) is not covered in the amount taken from payroll deduction for jeans day.
3. Attire/theme should be appropriate for work. See [Staff Dress Code Guidelines](#) for more information.
4. BSC employee participants will receive a sticker to wear listing the charity from the designated employee in each building
5. Exceptions to this policy may be approved by the Operations Council if a Staff Senate/Faculty Senate group requests a theme (where no money is collected) for special events that recognize employee retention/appreciation (i.e. employee appreciation week, Mystic Pride Day, etc.).

### **Selection Procedure:**

1. The last Friday of each month shall be designated as the Bismarck Tribune sponsored Jeans Day.
2. The 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 Committee Chair by November 1 of each year.
3. BSC student organizations, recognized by Student Life and in good standing, may request one charity event (other than a Friday) per semester. The student organization must have the recommendation of the advisor to hold an event to raise funds. The requested event 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 designated employee in each building;
- b. Collecting all funds raised from the event from designated employee in each building.
- c. Submitting all funds raised from the event to the Student Finance Office in Schafer Hall by the following day, using Special charity event envelope.

The Director of Student and Residence Life will be responsible for final approval of all student organization requests for a charity event.

4. Faculty Senate and Staff Senate may request one charity event (other than a Friday) per semester. Faculty Senate and Staff Senate must have permission two weeks prior to the event. The request should be part of fundraising efforts to benefit a recognized charitable organization of the Faculty Senate and Staff Senate's choice. The Faculty Senate President and Staff Senate President can appoint a designee that will be responsible for:
  - a. Contacting the appropriate designated employee in each building;
  - b. Collecting all funds raised from the event from designated employee in each building.
  - c. Submitting all funds raised from the event to the Student Finance Office in Schafer Hall by the following day, using Special charity event envelope.
5. All other special requests will not be granted.

### **History of This Procedure:**

First procedure draft May 2, 2008.

Revisions – Reviewed by the Operations Council on January 12, 2011 and approved by the Executive Council on January 26, 2011; reviewed by the Operations Council on December 23, 2015 and approved by the Executive Council on January 12, 2016; June 10, 2016; reviewed by Staff Senate on October 18, 2016, reviewed by the Operations Council on November 9, 2016 and approved by the Executive Council on November 18, 2016; reviewed by the Operations Council on November 8, 2017 and approved by the Executive Council on November 16, 2017.