

Policy 1-100: Charitable Giving Policy

I. Policy

The University of Utah supports charitable giving to the community by university employees through voluntary financial support for organizations by endorsing the Campaign for Our Community, a single, unified charitable giving campaign.

The Campaign for Our Community provides a convenient channel for university employees to contribute to the efforts of charitable organizations providing services in the community while minimizing disruption of the university workplace and the costs to the university that would be associated with multiple charitable fund drives. The guidelines set forth in this Policy are intended to ensure that recipient organizations have been carefully selected and are fiscally responsible.

II. Definitions

- A. "Campaign for Our Community" or "Campaign" refers to the single, annual, consolidated effort to secure donations from university employees through payroll deduction and other payment methods for distribution to qualified charitable organizations engaged in health, human service, environmental, education, research or other charitable activities.
- B. Campaign Coordinator means the off-campus umbrella organization which has been selected in accordance with Section IV to conduct and coordinate the Campaign.
- C. "Local presence" means that the organization has a direct and substantial presence in the state of Utah.
- D. "Member organization" means a qualified charitable organization engaged in health, human service, environmental, education, research or other charitable activities that is a member of a participating umbrella organization.

- E. "Participating umbrella organization" means an umbrella organization or a federation whose application has been accepted by the Charitable Giving Policy Committee.

III. Administration of the Charitable Giving Policy

The Vice President for Human Resources shall be designated as chair of the Charitable Giving Policy Committee or "Policy Committee," which shall consist of representatives from each vice presidential area and from the office of General Counsel. Each vice president and the General Counsel shall appoint one representative to serve for an unlimited term as a member of the Policy Committee. The Policy Committee is responsible for implementing this Policy.

IV. Selection of Campaign Coordinator

The Campaign Coordinator is responsible for providing fund raising and administrative support for the Campaign, including campaign planning, training, and donation processing. The Campaign Coordinator is selected through the Request for Proposals ("RFP") process. The vice president for university relations, or designee, is responsible for preparing the RFP and evaluating proposals. The Campaign Coordinator will be selected for at least three (3) but not more than four (4) years.

- A. The following factors shall be considered in selecting the Campaign Coordinator:
- B. Financial stability and responsibility; Experience in conducting and coordinating unified workplace campaigns;
- C. The percentage of fund raising and other fees assessed on donations;
- D. Ability to distribute donations to individual organizations in a timely manner;
- E. Resources to effectively organize and conduct the Campaign;
- F. Ability to work closely with various umbrella organizations and the university community.

- G. Supportive of the goals and philosophy of the Campaign.
- H. Other relevant criteria as set forth in the RFP.

V. Applications for Participation in Campaign for Our Community

- A. An umbrella organization desiring to participate in the Campaign must submit an application form and the documentation and certifications required under Section VI by the application deadline.
- B. The Campaign application deadline will be publicly announced at least four (4) months prior to the Campaign kick-off.
- C. The Policy Committee shall evaluate each umbrella organization's application, based on the criteria set forth in Section VI. In order to participate in the Campaign, an umbrella organization must meet all criteria.
- D. If the Policy Committee denies the application, the applying umbrella organization may request reconsideration within ten (10) days by writing to the University's General Counsel. The decision of the General Counsel is final.

VI. Eligibility Criteria

- A. Broad Base of Service. The umbrella organization must serve a minimum of ten (10) member organizations that meet the requirements of this section.
- B. Non-profit status. The umbrella organization must be a 501(c)(3) corporation in existence for at least five (5) years before application to participate in the Campaign. The organization must submit a copy of the IRS determination letter indicating that it is exempt. The umbrella organization must certify that all of its member organizations are 501(c)(3) corporations.
- C. Registration. The umbrella organization must be incorporated as a non-profit corporation in the state of Utah or registered as a foreign non-profit corporation

doing business in the state of Utah. The umbrella organization must certify that all of its member organizations are incorporated or registered in the state of Utah.

- D. Local Presence. The umbrella organization must have a substantial local presence in the state of Utah with a history of providing programs and services in an effort to meet the needs of the community. The umbrella organization must have an active local volunteer board of directors, serving without compensation through regular meetings and exercising satisfactory administrative controls. The umbrella organization must certify that all of its member organizations meet this requirement.
- E. Annual Reports. The umbrella organization must submit a copy of its IRS Form 990 and an independent certified audit of its revenues and expenses for the previous two (2) years. Upon request, the umbrella organization must provide the university with copies of these documents for any of its member organizations.
- F. Administrative Costs. The umbrella organization may not spend more than a reasonable percentage of its revenues on administrative expenses. The umbrella organization must have satisfied this requirement for the previous two (2) years. Information regarding the organization's administrative expenses must be available to the public. The umbrella organization must certify that all of its member organizations meet this requirement.
- G. Nondiscrimination. The umbrella organization must have a Policy prohibiting unlawful discrimination, as defined by state or federal law. The umbrella organization must certify that all of its member organizations meet this requirement.

VII. Miscellaneous Matters

- A. Non-designated pledges. Non-designated pledges will be divided proportionately among the umbrella agencies, based on that year's giving designations.

- B. Advertising. Literature regarding each umbrella organization will be included in the Campaign's primary mailing. The university will not include individual agency literature in any of its mailings. The university reserves the right to approve literature to be included in Campaign mailings.
- C. Bennion Center. The University of Utah Bennion Center may participate in the Campaign for soliciting volunteer time only even though it does not meet all of the requirements of Section VI.

[Note: Part VIII-IX of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

VIII. Contacts

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice): Chief Human Resources Officer.
- B. Policy Officer: Vice President and General Counsel

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining -requirements of particular Policies... ." University Rule 1-001-III-B & E

IX. History

Revision 0

Approved by the Board of Trustees: 5/13/1996