

Subject: DONATIONS AND FUNDRAISING

Date: June 7, 2017

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Replaces Policy Dated: N/A

PURPOSE: To establish a Pinal County policy and procedures for the acceptance of monetary, non-monetary and in-kind donations, devises or bequest from private citizens, businesses or non-profit organizations for County use and procedures for the County's Combined Charitable Campaign.

SCOPE: This policy applies to all Pinal County employees, elected and appointed officials, and the members of appointed boards, committees, and commissions.

STATEMENT OF POLICY: From time to time, civic-minded citizens, service groups and businesses offer gifts or donations, both monetary and non-monetary, which can help expand or defray the cost of county services and programs to the community. These gifts or donations can take many forms and may come with or without a specific designated purpose, department or Elected Office's function in mind. The Board of Supervisors wishes to codify the process for acceptance, tracking, and use of gifts or donations deemed beneficial and consistent with the priorities, goals and mission of Pinal County and its Elected Officials.

POLICY:

A. General.

1. County policy does not allow the active solicitation of donations or gifts by county employees in a manner which could be construed as coercive or create a conflict of interest.
2. Acceptance of any gift or donation should result in a clear benefit and be consistent with the priorities, goals, and mission of the receiving department or Elected office.
3. Acceptance of the gift or donation should in no way restrict or limit a department or Elected office's performance of its duties or mission or cause a competitive advantage to accrue to the donor.
4. All gifts or donations shall be evaluated for potential conflicts of interest and the potential for negative publicity prior to acceptance.
5. County staff should not make any representations as to the amount of a tax deduction, if any, which may accrue to the donor. All gifts or donations shall be recorded by the County Finance Department in accordance with generally accepted governmental accounting principles.
6. Any gift or donation that could require maintenance, payment of utilities or additional or specific insurance coverage will require a letter of approval from County Facilities, Fleet, or Risk Management prior to acceptance.

7. Unless specifically designated by the donor that the gift or donation is restricted to a specific function, department, program, or Elected office, the gift or donation shall be accepted into the County's general fund or used as most beneficially determined by the Board of Supervisors.
8. County personnel or Elected Officials, will when practical, advise individuals or organizations wishing to make donations to do so in the form of checks or money orders. If stocks, bonds or other intangibles are transferred to the County, the Finance Department or County Treasurer shall convert the same to cash for deposit into the general fund or designated department or Elected Office specified by the donor.
9. The department or Elected office that receives a gift or donation shall, with the assistance of County Finance Department, submit an agenda item to the Board of Supervisors requesting acceptance of any monetary gift or donation above \$250.00 or non-monetary gift or donation in accordance with this policy. The department or Elected office shall indicate whether the gift or donation designates a specific use, program or purpose by the donor and County Finance shall designate the proper fund that shall receive the deposit to best achieve the donor's intent.
10. Upon approval of acceptance by the Board of Supervisors of any gift or donation, the department or Elected office that receives the gift or donation shall prepare a letter acknowledging receipt and expressing gratitude on behalf of the receiving department or Elected office.
11. Active solicitation by designated employees in conjunction with or encouraging participation in the County combined charitable campaign shall not be affected by this policy.

B. Real Property Donations.

1. Prior to the acceptance of any real property an evaluation shall be undertaken in order to determine whether there is a benefit to accepting the property, there is a need or use for the property and whether any environmental, title or liability concerns exist concerning the property.
2. Any donation of a real property should be coordinated with the County's Real Estate or Public Works Department prior to bringing a recommendation for acceptance to the Board of Supervisors.
3. This does not relieve compliance with the requirements of subsection A.

C. Fundraising Activities.

1. The Pinal County Combined Charitable Campaign (CCC) is the only authorized solicitation of employees in the workplace on behalf of charitable organizations. A campaign may be conducted only during the official period as determined by the Human Resources Director. It must be conducted at every County department in accordance with the regulations in this part. No other monetary solicitation on behalf of charitable organizations may be conducted in the workplace, except as follows:
 - a. The County will provide information about the CCC to new employees at orientation. New employees may make pledges within 30 days of their start date, if outside of the campaign period.
 - b. The HR Director may grant permission for solicitations of employees, outside the CCC, in support of victims in cases of emergencies and disasters.
2. The regulations in this part do not apply to the collection of gifts-in-kind, such as food, clothing

and toys, or to the solicitation of employees outside of the workplace.

3. The HR Director may exercise general supervision over all operations of the CCC, and take all necessary steps to ensure the achievement of campaign objectives, including but not limited to the following:
 - a. Any disputes relating to the interpretation or implementation of this part may be submitted to the HR Director for resolution. The decisions of the HR Director are final for administrative purposes.
 - b. The HR Director may audit, investigate, and report on the administration of any campaign, the organization that administers the campaign, and any organization that participates in the campaign for compliance with these regulations. The Director may resolve any issues reported and assess sanctions or penalties, as warranted under administration of the County contract.
4. Current employees may make contributions using payroll deduction or by electronic means, including credit/debit cards. Contract personnel and other persons present on County property may make single contributions to the CCC by electronic means, including credit cards, as approved by the Director.
5. Preventing coercive activity. True voluntary giving is fundamental to fundraising activities. Actions that do not allow free choices or create the appearance that employees do not have a free choice to give or not to give, or to publicize their gifts or to keep them confidential, are contrary to policy. Activities contrary to the non-coercive intent of CCC are not permitted in campaigns. They include, but are not limited to:
 - a. Solicitation of employees by their supervisor or by any individual in their supervisory chain of command. This does not prohibit supervisors from performing the usual activities associated with the campaign kick-off and to demonstrate support of the CCC in routine employee communications.
 - b. Supervisory inquiries about whether an employee chose to participate or not to participate or the amount of an employee's donation.
 - c. Setting of 100 percent participation goals.
 - d. Establishing personal dollar goals and quotas.
 - e. Developing and using lists of non-contributors.
 - f. Using as a factor in a supervisor's performance appraisal the results of the solicitation.