

PPM #59

Policy Name: *Fundraiser Guidelines*

Effective Date: *October 1, 2024*

Revision Date:

Authorization: 
Nancy Watkins, Undersecretary

I. POLICY

While the agency may participate in state-sponsored fundraisers for various nonprofits or approve an agency fundraiser to benefit a staff member, the Office of the Lieutenant Governor (OLG) and the Department of Culture, Recreation and Tourism will not solicit or require contributions or donations. All donations (including e-donations) are voluntary, and the donor must determine the amount of their own contributions, if any.

OLG/DCRT does not endorse or require the usage of any particular mobile banking/cash app for fundraisers. OLG/DCRT is not responsible for staff e-donations made through third-party banking/cash apps or websites; however, for any fundraiser, the agency reserves the right to maintain donation records.

II. PURPOSE

The staff of OLG/DCRT may voluntarily participate in approved, agency or department-wide fundraising drives to benefit staff members in times of need. Alternative donation methods (e-Donations) for such fundraisers through mobile payment service/cash applications or apps (hereafter generally referenced as “e-donations”) may be made available to OLG-DCRT staff members. This policy establishes the guidelines for usage and the assigned responsibilities related to fundraising e-donations.

III. APPLICABILITY

This policy applies to all OLG/DCRT employees.

IV. DEFINITIONS

A. Campaign: Event, series of events, or charitable drive to raise funds for a specific purpose.

B. Contribution/donation: A payment resource given for a charitable purpose.

- C. Donor:** Staff member contributing to a fundraiser or fund collection to benefit a staff member.
- D. Fundraising/fundraiser:** Events or activities with a primary purpose of raising funds for an organization or to benefit a staff member by collecting donations or selling goods or services.
- E. Banking/cash app or website:** A software application (such as Venmo, Cash App, or PayPal) used for making cash payments.
- F. Third-party app or website:** For purposes of this policy, any website or software application not owned, operated, or co-sponsored by OLG/DCRT used in accepting cash contributions to a fundraising campaign.

V. E-DONATION PAYMENT PROCEDURES

Staff making e-donations for staff-organized fundraisers should utilize the designated banking/cash app or website specified by the OLG/DCRT appointed coordinator or organization with the following procedures:

- A.** Donors can enroll in the specified banking/cash app or website platform.
- B.** Depending on the application chosen, the donor enters the appropriate information for the recipient of the funds.
- C.** If available, donor specifies the name of the fundraiser in the memo notation field to ensure the donation is attributed to the correct campaign.
- D.** The OLG/DCRT appointed coordinator receives a notification of the donation and completes the transaction.

VI. OLG/DCRT COORDINATOR E-DONATION RESPONSIBILITIES

- A.** The OLG/DCRT appointed coordinator for a charitable/fundraising campaign will be the primary staff person charged with organizing, collecting, and tracking all monetary donations, including e-donations.
 - 1. For a charitable fundraiser through an approved organization:** If the charitable organization does not provide its own e-donation instructions, the OLG/DCRT appointed coordinator may specify and administer banking/cash apps or websites to collect e-donations.
 - 2. For an agency-approved fundraiser:** If the recipient opts for e-donations, they can specify the banking/cash app and account to be used to collect funds. If the recipient has not established a banking/cash app account, the OLG/DCRT appointed coordinator may specify and

administer banking/cash apps or websites to collect e-donations, and such donations may be subject to review.

- B.** E-donations made by OLG/DCRT staff to a banking/cash app administered by an OLG/DCRT appointed coordinator will be tracked through a Transaction Report (excel spreadsheet), and be attributed to the specified fundraising campaign.

- 1.** The OLG/DCRT appointed coordinator will maintain records during the fundraising campaign. A Transaction Report (Excel Spreadsheet) will be kept, including the purpose of fundraiser, name of appointed coordinator, date of donation, amount of donation, means of donation, and donor.

a. For a charitable fundraiser through an approved organization:

Once the OLG/DCRT appointed coordinator receives approvals, e-donation funds will be withdrawn from the cash application accounts and included in the donation envelope provided by the charitable organization. E-donations will be recorded along with other types of monetary donations on the envelope or as instructed by the organization. The charitable organization will provide a receipt (hard copy or email) of OLG/DCRT's final donation amount to the OLG/DCRT-appointed coordinator for the agency's records.

b. For an agency-approved fundraiser: If the OLG/DCRT appointed coordinator used their own cash/banking app to collect e-donations, upon approval, funds will be withdrawn from the cash application accounts and provided to the specified recipient. The Transaction Report of the final donation amount will be saved with the fundraising files.

- C.** The OLG/DCRT appointed coordinator will maintain the paper and digital donation records of any fundraiser for a period of three years.

VIII. QUESTIONS

Questions regarding this policy should be addressed to the Human Resources Director.