



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 90-01	DATE: 5/22/90
REVISIONS:	
ISSUED BY: City Manager	SIGNED <i>11/22/90 - J. Campbell</i>

SUBJECT: CHARITABLE CONTRIBUTIONS

PURPOSE: To establish standard procedures for conducting a charitable solicitation campaign which provides City Employees with the opportunity of giving to the charity of their choice through convenient payroll deduction.

POLICY:

STANDARDS FOR CONDUCTING AN EMPLOYEE
CHARITABLE SOLICITATION CAMPAIGN

- A. ONE CAMPAIGN. The City desires to promote a simple and effective vehicle for its employees to give charitably to the issue or agency of their choice. To insure this opportunity, and to minimize the interference in the work place which would result from multiple solicitation campaigns, the City hereby authorizes one general charitable solicitation campaign to be held each year for its employees. The City designates THE UNITED WAY to serve as the sole agent for this campaign, upon the terms and conditions provided herein.
- B. CONDUCT OF CAMPAIGN. The City Manager reserves the right to establish restrictions on the conduct and duration of the charitable solicitations campaign. As the designated agent for conducting the campaign for the City, the United Way shall not solicit City employees during the campaign on behalf of charities or agencies designated as United Way agencies. Employees shall have the option of making their gifts through the payroll deduction plan.
- C. OPTIONS FOR GIVING. The charitable solicitation campaign shall provide the employees with the following giving options:
1. Community-Wide Care
 - a. Comprehensive: Comprehensive community-wide care provides an opportunity for employees to impact Health-Human Services

throughout the community. Volunteers for United Way shall review the needs of funded agencies to determine how the community-wide care gifts will be distributed. Through this process, funds will be spent based on community priorities and relative need.

- b. Focused: Focused care giving allows employees to designate their gifts for action against specific problem areas of the community. United Way volunteers will distribute donations to agencies addressing the specific needs. Employees shall be provided the opportunity to choose from a number of local issues such as: Homelessness, Youth at Risk, Families in Crisis, Health, Medical Research and Rehabilitation, etc.

2. Specific Care

The specific care choices shall provide employees with the opportunity to direct their contribution to one or more specific agencies. Broad criteria shall be established (e.g., not-for-profit, 501(c) (3) organizations that provide services for human health and welfare), and donations shall be remitted to the United Way to be forwarded on to the agency of the employee's choice. Employees shall also be provided the opportunity to designate specific agencies which shall not receive any portion of their Comprehensive or Focused gift.