

University Sponsored Charitable Giving

Subject Personnel

Web Link https://www.montana.edu/policy/university_sponsorship/

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Responsible Party Administration & Finance and Human Resources

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100.00 Introduction and Purpose

The university may provide services to facilitate contributions. Giving is a matter of personal conscience and ability and is not a job performance requirement. Due to the cost of the university services necessary to administer payroll deduction options, it is necessary to limit the number of sponsorships that will be offered.

200.00 Policy

On an annual basis, a maximum of two charitable, non-profit organizations that are not associated with Montana State University will be authorized to conduct a university sponsored fund-raising campaign on the campus, among the employees of the university.

All campaigns will be conducted in the autumn of each year, to solicit calendar year, payroll deduction pledges that will be initiated in January of the following year.

300.00 Selection

An organization may seek authorization to conduct a University sponsored fund-raising campaign by submitting an application to the Vice President of Administration and Finance by the first in April of the year in which the campaign is to be conducted.

The Vice President for Administration and Finance, upon recommendation by Human Resources, shall be responsible for authorizing charitable organizations to conduct a campaign on campus.

If more than two organizations seek authorization to conduct a fund-raising campaign on campus, the Vice President for Administration and Finance will solicit employee comments from the Montana State University All Staff Council, university governance, and then determine the organization(s) recommended for authorization.

The authorization to conduct a campaign is effective for three years. An organization which desires to continue to conduct a campaign in succeeding years must submit a new application for consideration.

400.00 Eligibility

To be eligible, a charitable, non-profit organization must:

- a. Be recognized by the Internal Revenue Service as tax-exempt under 26 U.S.C. 501(c)(3) and to which contributions are tax-deductible pursuant to 26 U.S.C. 170;
- b. Have filed an IRS 990 Form for the previous year;
- c. provide direct services, benefits, assistance, care, research or educational activities which have a primary purpose of supporting human and animal welfare, cultural and natural resources;

- d. Have a written policy and procedure of nondiscrimination in regard to race, color, religion, national origin, disability, age, marital status or gender applicable to persons served by the organization; applicable to the organization's staff; and applicable to membership on the charitable organization's board of directors;
- e. Provide full disclosure of administrative and fund-raising costs (not to exceed 25 percent) and distribution contributions; and the totals from Columns (C) and (D) in the Statement of Functional Expenses in the IRS Form 990 will be used to determine the fund-raising and administrative expenses.
- f. Are regularly audited by independent auditors.

500.00 Solicitation and Payroll Deductions

Those organizations which are authorized to conduct a fund-raising campaign on campus will be provided the following University services and considerations:

- a. Authorization to collaborate with University Communications for the distribution of two campus-wide communications of the organization's informational literature and pledge materials.
- b. Authorization to utilize the MSU payroll process for employee initiated, voluntary payroll deductions; and all payroll services support necessary to provide for a transfer of collected funds to the organization provided specific administration criteria and procedures are met and coordinated with Human Resources.
- c. Representatives of those organizations which are authorized to conduct a fund-raising campaign on campus may make personal visits to individual employees, or offices, for the purpose of soliciting donations, as long as each visit is requested by the employee and/or office, and does not disrupt the functions of the workplace.

600.00 Termination

MSU may terminate authorization to any organization upon six months written notice.