

FREQUENTLY ASKED QUESTIONS

CHARITABLE FUNDRAISING AT UW MEDICINE

UW Medicine is proud of the spirit of giving and philanthropic efforts of its workforce members. These FAQs are intended to help you navigate the applicable laws, policies and rules governing fundraising activities for outside entities done while at work, or that involve the use of other institutional resources.

Fundraising for the benefit of the University of Washington (UW) and/or UW Medicine entities may be conducted by, or with the approval of, UW or UW Medicine Advancement Offices, and in accordance with the UW Medicine fundraising policies and procedures. Such activities are considered fundraising for our own benefit and are not subject to the limitations below.

State employees may make donations through the Combined Fund Drive (CFD)—UW’s designated workplace giving program which is specifically authorized by state law and Washington Administrative code. Participation in the CFD can be a good alternative to personally initiated fundraising activities, which are detailed in the Q&As below.

State employees designated to serve as their department’s representative for the annual CFD may do so without restriction on the use of institutional resources. For more information, please reference the [Use of Institutional Resources FAQs](#) on the UW Medicine Compliance website. CFD activities assigned to an employee by a supervisor, manager or department chair for the purpose of supporting these initiatives are considered part of official job duties.

General Guidelines:

It is recognized that charitable fundraising activities can contribute to employee morale and organizational effectiveness. All personally initiated charitable fundraising activities must be approved by your department leadership and involve minimal (“de minimis”) use of institutional resources.

1. What are some examples of charitable fundraising activities that **MAY BE ALLOWED** at work?

If approved by your department’s leadership, it may be acceptable to post information in your department’s designated space or send a brief email that informs others of your involvement in a fundraising activity, such as:

- Selling fundraising merchandise or products (e.g., Girl Scout cookies, Cub Scout popcorn, entertainment books, etc.);
- Soliciting sponsors for a charitable walk/run/event;
- Supporting relief organizations during disasters;
- Asking people to donate to a charity; *and*
- Posting signs or notices about a charity or a charitable event.

2. What charitable fundraising activities are **NOT ALLOWED** at work?

- Any activities that have not been approved by your department leadership;
- Advocating for political charities or political action committees; *and*
- Activities that involve more than minimal use of institutional resources.

3. I want to ask my co-workers to sponsor me in an event. If UW Medicine is a named sponsor of this event, does that make it any different?

Yes. UW Medicine executive leadership may encourage UW Medicine workforce participation when UW Medicine is sponsoring a charitable event, such as the Annual American Heart Association Heart and Stroke Walk or the Seattle Marathon. In these cases, your department leadership may designate an individual to send out emails encouraging employee participation, forming teams, etc. Please keep in mind that your participation in the event should be done on your own personal time.

4. Are there additional guidelines I need to follow if I want to ask my co-workers to contribute to a fundraiser that I've initiated or am participating in?

Yes. Please keep in mind that:

- You must obtain the approval of your department leadership prior to soliciting support for personally initiated charitable fundraising activities.
- You must avoid any disruption to your work or the work of others when asking coworkers to contribute to charitable fundraising.
- You may use minimal institutional resources, such as sending a brief email using your work email account, when soliciting support from your colleagues for your personal fundraising activity or charitable event. It is recommended that you include a disclaimer that participation is optional, and participants can remain anonymous if desired.
- Charitable fundraising that involves collecting funds from colleagues must be done on your own time and without the use of institutional resources.

5. I am a manager. Are there any special considerations I need to keep in mind if I am engaged in charitable fundraising activities?

Yes. To avoid any appearance of pressure or undue influence, people in leadership positions (i.e., supervisors, managers, and executives) should not directly encourage participation or solicit donations from individuals who report to them. Posting a flyer in the break room would be an acceptable alternative to direct solicitations. Please contact UW Medicine Compliance if you have questions or to request a consultation.

6. Can we hold a raffle to raise funds for a charity?

A raffle, drawing, bingo or other games of chance conducted in the workplace are considered a form of gambling and is prohibited by UW Medicine policies and state law, except in rare circumstances. If you wish to organize a raffle, you must first obtain approval from department leadership and be prepared to ensure that the raffle follows all state law requirements.

7. What are some alternatives to charitable fundraising at work?

You are free to engage in charitable fundraising on your own time outside of work, including using your own personal (non-work) email account and your own personal connections.

8. I have an opportunity to support an outside organization and I think my department should enter into a Strategic Marketing Sponsorship. How should I go about getting approvals?

The first step is to talk with your department leadership to obtain their support. Your department leader should then contact UW Medicine Strategic Marketing & Communications to discuss sponsorship of the organization in accordance with the UW Medicine Sponsorship Policy.

9. If my question is not answered by these FAQs, who can I go to if I have more questions about charitable fundraising at work?

Start by talking with your department leadership. If there are more questions, contact one of the following:

UW Medicine Compliance at comply@uw.edu or 206-543-3098

UW Medicine Advancement at writemed@uw.edu or 206-543-5686

UW Internal Audit at iaudit@uw.edu or 206-543-4028

REFERENCES

Washington State Ethics in Public Service Act: Use of persons, money, or property for private gain. (RCW 42.52.160):

<https://app.leg.wa.gov/RCW/default.aspx?cite=42.52.160>

Washington Administrative Code (WAC): Use of State Resources:

<https://apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010>

Washington State Executive Ethics Board Guidance regarding Use of State Resources:

https://ethics.wa.gov/sites/default/files/public/documents/resources/Guidance%20regarding%20Use%20of%20State%20Resources_2017.pdf

University of Washington Administrative Policy Statement 47.2: Personal Use of University Facilities, Computers & Equipment by UW Employees:

<https://www.washington.edu/admin/rules/policies/APS/47.02.html>

UW Medicine Compliance Gambling, Door Prizes, Raffles and Drawing FAQ:

https://depts.washington.edu/comply/docs/FAQ_GamblingDoorPrizes.pdf

UW Medicine Compliance Use of Institutional Resources FAQ:

https://depts.washington.edu/comply/docs/FAQ_Use_of_Instit_Res.pdf

UW Medicine Advancement Policy on Crowdfunding:

https://www.uwmedicine.org/sites/stevie/files/2018-12/About_Policies_Crowdfunding_Policy.pdf