FREQUENTLY ASKED QUESTIONS

CHARITABLE FUNDRAISING AT UW MEDICINE

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 Policy. Such activities are considered fundraising for our own benefit, and are not subject to the limitations below.

For state employees, the annual Combined Fund Drive (CFD) and the UW Employee Giving Campaign are specifically authorized by state law and the Washington Administrative code. 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. State employees designated to serve as their department’s representative for the annual CFD may do so without restriction on use of institutional resources.

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 the following fundraising activities for outside entities done while at work, or that use institutional resources:

- Selling or promoting the sale of fundraising merchandise or products (for example: Girl Scout cookies, Cub Scout popcorn, entertainment books, etc.)
- Soliciting sponsors for a charitable walk/run/event
- Supporting relief agencies during disasters
- Asking people to donate to a charity
- Posting signs or notices about a charity or a charitable event
- Collecting cash, checks or other items on behalf of a charity

FREQUENTLY ASKED QUESTIONS

1. What charitable fundraising activities are ALLOWED at work?
   When approved by a department head¹, the following fundraising activities are allowed because they involve minimal use of institutional resources, they are not disruptive to the workplace, and they contribute to morale and organizational effectiveness:
   - A temporary collection box for a food or clothing drive;
   - Sponsoring a family during the holidays and collecting donations from your work colleagues;
   - Holiday giving trees.

2. What charitable fundraising activities are NOT ALLOWED at work?
   - Any activities that have not been approved by your department head;
   - Advocating for political charities or political action committees.

3. What guidelines should I follow if I want to sell Girl Scout Cookies, Cub Scout Popcorn, or other types of outside organization fundraising items to my co-workers?
   - Do not use any institutional resources such as work email, photocopiers or telephones;
   - Use only minimal work time to avoid any disruption to your work or the work of others.

¹ Department head is a generic term used in this document that refers to the individual who is in charge of a given department, office or unit.
4. 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. If UW Medicine is involved in a sponsorship opportunity such as the Heart Walk, the Seattle Marathon, or other events, senior leadership may encourage workforce participation in order to improve organizational effectiveness or improve employee morale. In these cases, senior leadership may designate an individual to send out emails encouraging participation, forming teams, etc.

5. I am a manager. Are there any considerations I need to know?
Yes. Supervisors, managers and executives should not directly solicit participation or donations from individuals who report to them. Any appearance of pressure or influence must be avoided. Posting a flyer in the break room would be an acceptable alternative to direct solicitations.

6. Can I use my work email account to send my co-workers an invitation to sponsor my participation in a charity run?
No. Do not use your work email account to send charitable fundraising emails to your co-workers to support your personal activity.

You may use your personal email account to notify individual friends or colleagues about your charitable fundraising activities. However, do not use your work email addresses, list serves or distribution lists for these communications, and direct all such communications to your co-workers’ personal accounts.

7. Can we hold a raffle to raise funds for a charity?
UW Medicine policies and state law prohibit most forms of gambling in the workplace. Games of chance, raffles, drawings, etc. generally are not permitted except in rare circumstances. If you wish to organize a raffle, first obtain approval from senior leadership, and be prepared to ensure that the raffle follows all state law requirements.

8. What are some alternatives to charitable fundraising at work?
Use your own time, your personal email account and your own personal connections to fundraise for outside organizations. Recognize that making a cash donation to a professional charitable organization is often the most efficient and effective fundraising.

9. 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?
Talk with your department head first. They can then seek permission from UW Medicine Strategic Marketing & Communications for sponsorship of the organization in accordance with the UW Medicine Sponsorship Policy.

10. 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 head. If either of you have more questions, contact one of the following:

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

   UW Medicine Advancement 206-543-5686

   UW Internal Audit 206-543-4028
REFERENCES

Washington State Ethics Law (RCW 42.52):  
http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52

Washington Administrative Code (WAC) De Minimis Standard:  

APS 47.2 Personal Use of University Facilities, Computers & Equipment by UW Employees  
http://www.washington.edu/admin/rules/APS/47.02.html

UW Medicine Compliance Intranet page on Ethics:  
http://depts.washington.edu/comply/compliance-programs/ethics/

UW Internal Audit Ethics page:  
http://f2.washington.edu/audit/ethics-guide

UW Statement of Ethical Principles:  
http://f2.washington.edu/audit/content/regents-statement-ethical-principles

UW Medicine Sponsorship Policy (Strategic Marketing Sponsorships)  

RCW 9.46.0321 – Bingo, Raffles, Amusement Games – No license required when:  

UW Medicine Advancement Policy on Crowdfunding  
http://www.uwmedicine.org/about/policies/crowdfunding-policy