



**Policy Series #: 4000 – Human Resources
Policy Manager: Celeste Ruble**

Employee Fundraising Activities and Other Charitable Causes On Campus

PURPOSE:

As state resources may only be used to benefit the state, system college or university activities must be devoted to benefit Riverland Community College or the Riverland Community College Foundation. Thus, state resources may not be used to plan or promote an event designed to benefit a third party.

APPLICABILITY: (*policy language*)

Riverland Community College employees recognizes that state money and other state resources, including facilities, equipment, employee work time, and the college/university “name” may (only) be used for appropriate state purposes. Minn. Stat. § 43A.38, subd. 4. Student activity fees, a special category of state money, are limited in use for: “lectures, concerts and other functions contributing to the mental, moral, and cultural development of the student body and community in which they live, athletic activities, including intercollegiate contests, forensics, dramatics, and such other activities of any nature as in the opinion of the board [of trustees] contribute to the educational, cultural, or physical well being of the student body.” Minn. Stat. § 136F.01, Subd. 5.

Only contributions to a charitable organization that has been approved by the state Commissioner of Management and Budget to participate in the state employee combined charities campaign may be deducted from an employee’s pay. Minn. Stat. § 43A.50, subd. 2 (d);this includes system foundations and other scholarship funds as approved in law. See, Minn. Stat. § 136F.46
<https://www.revisor.mn.gov/statutes/?id=136F.46>.

May a college/university hold (i.e., advertise, promote, provide space for, etc.) a blood drive on campus? May supervisors authorize employees’ time away from assigned duties to participate?

Sponsorship of blood drives by government employers is specifically recognized in many collective bargaining agreements. Accordingly, system colleges, universities and the Office of the Chancellor may provide and endorse on-site blood donation opportunities for employees as contemplated in employee bargaining agreements and personnel plans. (Note: Minnesota State Colleges and Universities is exempt from Minn. Stat. § 43A.187, which requires state employees be granted leave from work with 100 percent of pay to donate blood at a location away from the place of work.)

May system colleges and universities hold other events to benefit charitable or nonprofit causes such as “Daffodils for Cancer?”

Blood drives notwithstanding, system colleges and universities are generally limited to offering activities and using state resources for the benefit of the college/university or its related foundation. Thus, colleges, universities and their representative components may not engage in fundraising for outside entities and may not donate state money to charitable organizations.

A non college/university entity may be permitted to conduct such an activity on campus, consistent with the applicable facilities use policy (*see* System Procedure 6.7.2). Approval would include a written agreement covering such matters as proof of applicable insurance coverage, payment of rental fees, compliance with college/university rules, etc. Individual employees may also engage in private activities on breaks or other personal time, but state resources such as e-mail or electronic bulletin boards may not be used for promotion nor may the college/university suggest that it is the sponsor of the activity. (*See*, <http://www.mmb.state.mn.us/doc/persl/1393.pdf>).

May a college/university department hold an event that includes a component designed to raise money for a charitable cause?

As state resources may only be used to benefit the state, system college or university activities must be devoted to benefit the college, university or its related foundation. Thus, state resources may not be used to plan or promote an event designed to benefit a third party. It may be appropriate, where the educational or public service objectives coincide with or complement the mission of the college/university, to permit representatives of a charitable organization to provide information about how individuals may support their work incidental to a college/university endorsed event. Contributions, however, should be solicited separately and must be handled by the organization in order to preserve the appropriate tax deductible status and avoid accountability questions. It would not be appropriate to deposit, even temporarily, charitable contributions in a college/university-provided account.

Could a “contribution” to a charitable cause, such as canned goods for a food shelf, be required by a college/university to participate in some campus event?

No. Access to college/university-sponsored events may never be limited on the basis of a “voluntary” contribution to such an organization.

Student Organizations

What should administrators consider when advising student organizations that wish to raise money for charitable causes?

1. Consider the appropriateness of the association with the charitable organization – including the extent to which supporting the charitable entity is related to the stated mission of the student organization;
2. No use of student activity fee money - for advertising, as “seed” money – or any other associated purpose;
3. No use of other state resources for private purposes such as state vehicles to transport donations or college/university business office resources to process, retain money that has been raised;
4. Facilities use must comply with applicable campus policies (e.g., rooms, tables, bulletin boards, etc.)
5. E-mail/electronic message boards may not be used – but other means of promotion such as a public bulletin board may be utilized.
6. Consider arranging for a representative of the charitable organization to be present to directly collect donations in order to avoid accounting responsibilities and ensure that donors receive appropriate documentation for tax deductions.
7. Promotions should not suggest that the college/university is the sponsor of the activity.

DEFINITIONS: This policy aligns with the MnSCU policy prepared by Kris Kaplan, Deputy General Counsel. For more information, call 651-201-1749 or email Kristine.kaplan@so.mnscu.edu

DOES THIS POLICY HAVE A PROCEDURE? Yes.

LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:

Riverland Community College Regulations on Activities, Registered Organizations and Use of Properties, see: <http://www.riverland.edu/policy/Regulations-of-Activities.pdf>