

EXECUTIVE ORDER: NO. 45
EFFECTIVE DATE: November 6, 1989
SUBJECT: Rules and Procedures Implementing
Ordinance 89-302A Relating To
Charitable Contributions Among
Metro Employees

This Order defines terms and requirements and establishes rules and procedures to implement the provisions of Ordinance 89-302A regulating charitable solicitations among Metro employees. It shall be the responsibility of the Department of Finance and Administration to administer the provisions of the Ordinance and this Executive Order.

All employees are encouraged to thoroughly familiarize themselves with the activities of the participating charitable organizations and to generously support the chosen agency.

DEFINITIONS:

- Charitable Organization: An organization which meets the criteria established under Ordinance 89-302A and is recognized under the terms of this Executive Order to conduct charitable solicitation among Metro employees.

- Contribution Coordinator: A Metro employee designated by the Executive Officer who serves as the internal coordinator of the fund drive for a charitable organization.

- Campaign Period: A 30 day period during which solicitation campaigns may be held among Metro employees.

- Donation Enrollment Period: The ten working days following the Campaign Period during which employees complete and submit donation and payroll deduction cards.

RULES/PROCEDURES/TIMELINES FOR CHARITABLE ORGANIZATION RECOGNITION:

An organization requesting recognition under the provisions of Ordinance 89-302A and this Executive Order must, at least sixty (60) days prior to the beginning of the established annual campaign period, submit the following to the Executive Officer:

- a listing of all charitable agencies which will receive funds from the organizations, describing the principle area served by each agency and the address of an office maintained by each agency within the District. To be eligible, an organization must provide funds to at least ten (10) agencies all of which must principally serve the District, and have an office inside the District.

- proof of tax exempt status under IRS 501 (c) (3);
- proof of filing for determination of compliance with the Oregon Charitable Trust and Corporation Act;
- a copy of the organization's policy prohibiting discrimination in employment and fund distribution;

- a copy of the organization's audited annual financial report for the previous fiscal year.

The Executive Officer, or designee, will review the documentation, and will notify the organization in writing of acceptance or rejection of the request for recognition. It shall be the responsibility of the requesting organization to ensure that all documentation is complete, accurate and in the possession of the Executive Officer in the timeframe established.

The Executive Officer will ensure that all information is readily available for employee review during the Campaign and Donation Enrollment periods.

RULES/PROCEDURES FOR CAMPAIGN PERIOD:

Following acceptance of the organizations authorized to solicit for charitable contributions, the Executive Officer will publicize the names of these organizations within Metro. Employees will be given the opportunity to volunteer to serve as Contribution Coordinator for each of the organizations, and, in the event that more than one employee volunteers for this service, the affected organization shall be given the opportunity to recommend to the Executive Officer the individual to represent them. If no employee volunteers to serve in this capacity for an organization, the Executive Officer may designate an individual to serve in this role. Contribution Coordinators shall be given sufficient opportunity during working hours prior to the start of the Campaign Period to become familiar with the operations of the organization for which they will coordinate the fund drive.

Thirty (30) calendar days shall constitute the Campaign Period. During this period, the following may occur:

- an informational presentation not to exceed one (1) hour shall be scheduled during working hours at each work site. All employees shall be encouraged to attend, and participating organizations shall have the opportunity to present information and literature to employees. It shall be the responsibility of the charitable organization to provide all informational literature and pledge cards to Metro employees.

- Contribution Coordinators shall have the opportunity during working hours to distribute literature, pledge cards and payroll deduction forms, and to provide information or respond to questions regarding the organization for which they are volunteering.

- Tours or site visits of agencies served may be arranged and conducted by the participating organizations or Contribution Coordinators. Employees other than the Contribution Coordinator may utilize vacation or unpaid time to participate in such activities.

- The solicitation effort shall not cause undue interruption of the activities of Metro or a department.

RULES/PROCEDURES FOR DONATION ENROLLMENT PERIOD

The Donation Enrollment Period shall be the two week (ten working day) period immediately following the end of the Campaign Period.

During this time Contribution Coordinators may continue to provide information to employees during non-working hours, and shall be responsible for collecting all pledge and payroll deduction cards for the organization for which they are responsible. No later than the last day of the Donation Enrollment Period the Contribution Coordinators shall transmit all pledge and payroll deduction cards to the Accounting Section. No extensions of time shall be allowed.

SCHEDULE FOR CHARITABLE SOLICITATION DRIVE:

A Charitable Solicitation Drive shall be held each fiscal year. The Drive shall be managed under the provisions of Ordinance 89-302A and this Executive Order.

The following schedule shall apply to the Fiscal Year 1989-90 Drive:

Recognition Period: The period during which charitable organizations may petition for recognition and must submit all required documentation will be November 13, 1989 through January 11, 1990. The Executive Officer will then evaluate the submissions, notify all petitioning, and will ensure that employees are notified of the participating organizations and have the opportunity to volunteer to serve as Contribution Coordinators.

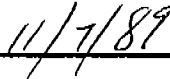
Campaign Period: The Campaign Period will commence February 19, 1990 and end March 20, 1990.

Donation Enrollment Period: The Donation Enrollment Period will commence March 21, 1990 and end April 3, 1990.

It is anticipated that the Fund Drive will be in the Fall in Fiscal Year 1990-91 and succeeding Fiscal Years. Dates for the Drives will be established in consultation with Metro employees and participating organizations.



Rena Cusma, Executive Officer



Dated

RC/KH