



State of Washington
 Department of Revenue
 PO Box 47462
 Olympia, Washington 98504-7462

**DEPARTMENT OF REVENUE
 ADMINISTRATIVE POLICY**

Title: Fundraising	Number: 4.1.5
Contact Person's Title: Human Resources Director	Sponsoring Division: Human Resources Division
Phone Number: 360-725-7500	References: RCW 41.04.033-.039 RCW 42.52 WAC 292-110-010
Effective Date: January 1, 2011	
Approved: Suzan DelBene, Director	
Applies to: Represented and Non-Represented Employees	

Background The Department of Revenue encourages employee participation in charitable or non-profit activities.

Within the scope of the state ethics law, and subject to Director approval, employees are allowed to organize and participate in events benefiting charitable organizations that help communities. This includes, but is not limited to, drives for donations of: blood, food, gently used or new items, time, and/or money.

Advance Approval for Charitable Activities

The Combined Fund Drive (CFD) is a Director approved activity. All activities conducted during the CFD campaign period do not require the advance approval process.

Non-CFD activities must be approved, in advance, by the Director/designee. The Director/designee ensures that the:

- Charitable activity is appropriate and legitimate and
- Employees are accountable and adhere to de minimis state resource standards.

Approval must be requested through the following link:
<http://insidedor/Sites/Teams/charities/default.aspx>

Non-CFD Activities

Employees should first consider planning charitable events through the CFD.

Collections from non-CFD activities cannot be deposited to the state treasury and must be safeguarded by the event organizer(s).

APPROVED
Executive Ethics Board

Date: 1-11-13

**Prohibited
Activities**

Employees are prohibited from:

- Soliciting donations from businesses/taxpayers in the name of the "Department of Revenue".
 - Using official state positions to solicit goods and services from private organizations and businesses.
 - Using state resources to conduct non-approved fundraising activities.
 - Requiring others to participate or donate.
 - Conducting gambling or "games of chance" unless the Director/designee has approved an activity that includes a raffle.
-

**Administrative
Policy History**

Revised January 24, 2005

Revised February 1, 1999

Revised August 3, 1990

Created April 15, 1986
