

## ***Requirements for Charities in the State Employee Workplace***

### Important Fact Sheet for State Agencies, University System Organizations and Charities

#### **BACKGROUND**

Title 1, Chapter 35 of the State of North Carolina's Administrative Code spells out the rules for how state agencies and university system organizations can fundraise for charities.

The State Employees Combined Campaign, created in 1984, is outlined in Chapter 35 as the only campaign in the state employee workplace and the only one that is authorized by the state for payroll deduction.

#### **CHARITY EVENTS/FUNDRAISERS/SOLICITATION IN THE STATE WORKPLACE**

##### ***WHAT IS ALLOWED?***

If and when a group of state employees, with approval from their Agency Head or University Chancellor, desires to conduct a charity-focused event as a means to empower employees and engage with (a) charity/charities, that group may plan and run these events ONLY for SECC-approved charities and ONLY if these events are disclosed to and approved by the SECC.

Outside of the above outlined SECC-approved events, no charity, including SECC charities, may solicit state employees at their workplace or enter the state workplace to solicit or plan an event/fundraiser, including email to their workplace email address.

***State employees must be the ones to initiate the request for (a) charity-focused event/fundraiser and they must work within the rules of the State of North Carolina, and following approved operating procedures of the SECC.***

The approved (by State Chair and State Advisory Committee) Operating Procedures for SECC Charity Events can be obtained from the SECC office.

##### **What can state employees do to plan a charity event?**

Talk with SECC staff about the event before setting anything in stone to ensure it will be in compliance with the rules and the approved operating procedures.

##### **Do the funds raised need to be given directly to the SECC?**

Yes. This is outlined in the Operating Procedures that were approved by the SECC Chair and the State Advisory Committee. The donations will be treated as one designated contribution, classified as an event.

##### **Will there be an administrative fee?**

Yes. The monies will be treated as a single event contribution and 11% will be deducted.

##### **Why aren't charities allowed to approach us in the state employee workplace, even if the event will ultimately be somewhere else?**

Planning a charity event is considered campaigning, and the SECC is the only one permitted in the state workplace.

### **Why do state employees have to get charity events approved?**

The existing rules are in place to protect the state workplace and its employees. Working through the SECC helps to ensure accountability and fairness.

### **What CAN approved SECC charities do to promote themselves to state employees?**

- Share that you are an approved SECC charity on all of your existing communication methods – newsletters, websites especially and share your SECC code. Example: Did you know that we are an approved SECC charity for YEAR? If you are a state employee, designate us (Code #####) to receive your SECC gift.
- Talk-up the fact (to your board and your community/communities) that you are an approved SECC charity. Not all charities meet the criteria to participate and you should be proud that you qualify.
- Encourage your board members and other volunteers who ARE state employees to get involved in their workplace SECC as a campaign volunteer. Engaged community volunteers make the best SECC volunteers!
- Respond to the SECC's requests for charity fair participants when it will work for you. This will provide visibility and awareness for your charity. You are permitted to promote your charity and your SECC code on materials that you share with state employees. DEMONSTRATE YOUR IMPACT ON THE QUALITY OF LIFE FOR NC, feature NC residents who were helped or NC residents who volunteer – Better yet, if you have stories about state employees, share them at these events.