

TASC

POLICY AND PROCEDURE MEMORANDUM

Title:	TASC Cares Fundraising Event Allocation
Purpose:	To outline the philosophy on how monies raised from TASC Cares events are allocated.

Details:

TASC believes fun, engaging events promote giving that supports the communities in which we live and work. Throughout the year, departments organize TASC Cares fundraising events. The monies are allocated to causes based on areas which resonate with employees (which leads to greater participation) and how great of a potential impact is made by the cause.

In October each year, the total amount raised in the previous year from all events will be divided as indicated in this policy.

Cause	Allocation	Reasoning	Impact
United Way	50%	Employees want to support the community in which they live and work.	United Way is an effective way to reach many organizations and support causes that improve our community. The United Way assists thousands of families each year through their partnering organizations.
Employee Crisis Fund	40%	Employees want to support their colleagues during times of hardship.	The Employee Crisis Fund provides assistance to employees or their children in times of hardship. Employees with contributions from TASC are the only sources of funds and the need is not something that can be anticipated as it is for unexpected emergencies.
Scholarship Fund	10%	Employees want to provide support to children of their co-workers to pursue higher education.	The Scholarship Fund provides scholarships for 2-3 students per year. In addition, 3-5 scholarships are provided by the Illuminate Scholarship to employees' children.

When promoting TASC Cares fundraising events, the causes benefiting from the proceeds should be included.

From time to time, special events to benefit another cause not outlined in this policy may be approved by TASC Cares (for example, a department may ask to have a fundraiser for disaster relief). In these cases, marketing of the event will clearly state what organization/cause the event will benefit.

These allocations should be reviewed and, if necessary, adjusted on an annual basis by TASC Cares.