

# TASC

## POLICY AND PROCEDURE MEMORANDUM

<b>Title:</b>	Request for Charitable Contributions by TASC Employees or Non-Profit Agency
<b>Purpose:</b>	TASC's Mission, Vision and Values assert that TASC is a "fun and caring community". TASC, through the Employee Philanthropy Committee (EPC), supports donation requests directly from non-profit agencies or by TASC employees who are personally involved with a non-profit agency (i.e., through volunteerism, monetary supporter or recipient of services from the agency). Donation requests are approved based on funds available and the employee's personal support of the charitable organization.

### Details:

- Requests for charitable donations by either a TASC employee (Internal Request) or directly from a non-profit agency (External Request) are submitted to the Employee Philanthropy Committee for review
- Criteria to be considered for a donation are:
  - Agency must be a registered 501(c)(3) organization and in most cases should align with the EPC donation criteria (e.g., Health, Education, Income. Similar to United Way Dane County's Agenda for Change, or as outlined).
  - Employee requests:
    - Must complete a Donation Request Form
    - Employee must provide evidence that they are a direct supporter of the charitable organization
      - Personal involvement as an active volunteer or in a support role (board, committee member, etc.)
      - Financial supporter
      - Personally assisted by the charitable organization
    - Additional questions may be asked by the committee to seek further understanding
  - TASC is provided recognition for the donation
  - Charitable agency or events donations are limited to a \$2,500 maximum; unless otherwise determined by the Employee Philanthropy Committee as a special situation/event
    - Requests for an agency or event donation is limited to a one-time; unless funds are available to support in subsequent years (no more than 3 consecutive)

- Individual or family sports (i.e., child's Little League sponsorship) may be requested
  - Employee requests may be submitted once annually
  - The maximum financial support to a sports team is \$100 - \$250
- Review of requests
  - Requests are reviewed by the EPC the second Tuesday of each month
    - In some cases, if a deadline is communicated that needs a response prior to the monthly meeting, the request may be reviewed outside of the monthly review cycle via email from the TASC Cares Program Administrator to the EPC Committee
  - Types of requests may include:
    - Monetary donation (Event sponsorship, special project, etc.)
    - Matching donation
    - In-kind donation (i.e., administrative services, TASC Gear, silent auction item, etc.)
    - Volunteer activity support (i.e., donation drive or charity run/walk)
  - The TASC Cares donation budget will be reviewed at the beginning of each quarter to determine available funds for the upcoming quarter.
  - Previous funding in the past does not guarantee that future requests will receive funding
- Responding to requests:
  - Employee (Internal)
    - Denials will be sent via email with explanation and within 2 weeks of decision
    - Approvals:
      - Notification of the funds will be sent
      - TASC artwork will be provided, as requested
        - TASC logo
        - TASC advertisement
  - Non-profit (External)
    - Denials will be sent, via email or letter, with explanation within 2 weeks of decision
    - Approvals will be sent by letter along with payment within 2 weeks of decision
- Documentation
  - Funding requests will be will be submitted by the TASC Cares Employee Philanthropy Committee via FRF Request or directly to Accounts Payable Coordinator
    - Accounting code
    - Vendor/agency name
    - Agency address
    - Note employee name, purpose and any other instruction for processing

- The following will be documented in the Donation Request Tracker
  - Employee name
  - Agency
  - Donation amount
  - FRF tracking number or check # if available