

## Rules/Regulations

### Charitable Fund Drive Rules

The Charitable Fund Drive is guided by rules and regulations set out by the Department of Administrative Services, in [Oregon Administrative Rules 121-030-0006 through 125-030-0090](#).

The Administrative Rules explain how organizations are chosen for participation in the Charitable Fund Drive, the committee of State employees that oversees the Fund Drive, and other rules and regulations regarding this campaign.

### Fundraising Regulations

The Governing Committee of the Fund Drive strongly encourages the use of drawings, NOT raffles.

Raffles, wherein participants purchase tickets are NOT allowed by the Department of Administrative Services and the Charitable Fund Drive Committee. A raffle includes the elements of consideration, chance and a prize. Consideration is presumed to be present unless it is clearly and conspicuously disclosed to prospective participants that tickets may be acquired without contributing something of economic value.

Only drawings, wherein each person participating is not required to pay or purchase any good or services in order to receive a ticket and has an equal chance of winning, are allowed during the Charitable Fund Drive. EXAMPLE: If you turn in a pledge form, even with \$0 donated, you receive a ticket.

Suggested language in offering a drawing: "You don't have to pledge or donate to participate in the drawing, but we hope you do!"

### Vendor Solicitations and Receipts

Many vendors and businesses will donate prizes to agencies to use within their departments for the campaign. If the vendor requests a receipt, please contact Deb Furry, at 503-636-4058 or [cmoteam@earthlink.net](mailto:cmoteam@earthlink.net) to provide the business or vendor with a receipt.

Coordinators are not to solicit or receive cash from vendors.

### Auction Rules

If your department hosts a silent or live auction fundraiser, please be aware that:

- 1) If a State employee purchases an auction item, they may not always be able to treat their auction payment as a fully-tax-deductible donation.
  - For example, if the item they purchase is worth \$100, and they pay \$150, then **only \$50 of their payment may be treated as a tax-deductible donation.**
  - Another example, in which an employee purchases an item worth \$100 for \$75 would mean **none of their donation is tax-deductible.**

If an employee has further questions, they should consult their tax professional.

- 2) Employee payments for auction items made by showing proof of a payroll deduction are problematic, and should be avoided if possible. They are problematic because of the tax-deduction issue noted above, and because if that employee were to leave employment during the year, their payment for the auction item would not be fulfilled. The Charitable Fund Drive encourages payment for auction items be made using cash, credit card, or checks instead.