

*A Adopted:*  
*Revised:*

1974  
9/8/1994; 10/1/1996; 6/17/2008

*Saint Paul Public Schools Policy*

422.00

## **422.00**

### **SOLICITATION OF STAFF**

Collections in the Saint Paul Schools from staff members by or for charitable agencies shall be limited to (1) Saint Paul Public Schools Foundation, Incorporated and any other charitable organization organized exclusively to receive and disburse funds, property and gifts for the exclusive benefit of Saint Paul Public Schools, and (2) registered combined charitable organizations, registered at the time of staff member solicitation with the Office of the Attorney General pursuant to Minn. Stat.s Chapter 309. The registered combined charitable organization must also be approved to participate in the state employee combined charitable campaign. Any registered combined charitable organization failing to obtain a contribution commitment from a minimum of five percent of the total number of staff contributing in a single unified fundraising campaign will be excluded from the following year's campaign. Such excluded organization may reapply for participation after the one year of exclusion.

Any registered combined charitable organization must also comply with the registration and campaign procedure requirements of this policy in order to participate in the solicitation of staff members. Saint Paul Public Schools Foundation, Incorporated and any other like charitable organization must comply with the campaign procedure requirements of this policy in order to participate in the solicitation of staff members.

#### **REGISTRATION**

On or before May 1 of every year, each combined charitable organization desiring to solicit collections from staff members in the Saint Paul Schools shall file a letter of application with, and on a form provided by, the Executive Director, Business and Financial Affairs, accompanied by a true and correct copy of its most recent annual report filed by it with the Office of the Attorney General pursuant to Minn. Stat.s Section 309.53, as amended and a copy of the letter indicating acceptance by the State Department of Employee Relations. The Superintendent shall approve or disapprove each annual registration by July 1, and if approved such approval shall be contingent on subsequent Office of the Attorney General registration for the calendar year in which staff members will be solicited.

#### **CAMPAIGN PROCEDURES**

Each duly registered and approved combined charitable organization and Saint Paul Public Schools Foundation, Incorporated and any other like charitable organization soliciting collections from staff members in the Saint Paul Schools:

1. Shall participate in a single, unified fund raising campaign in the Saint Paul Schools once each school year on such dates as designated by the Board of Education upon recommendation of the Superintendent.
2. Shall conduct its annual fund raising campaign in the Saint Paul Schools in accordance with procedures established by the Superintendent.
3. Shall not, directly or indirectly, coerce any staff members to contribute to its annual fund raising campaign.
4. Shall not distribute to any other person or entity for fund raising purposes the names of staff members making or not making contributions to its annual fund raising campaign in the Saint Paul Schools.
5. May utilize bi-weekly payroll deduction if the Payroll Department receives the written request of the contributing staff members.
  - Each staff member requesting payroll deduction shall be considered to consent to such deduction and to the transmission of the amount so deducted to the designated charitable organization.
  - The Payroll Department shall retain the amounts so deducted and shall transmit the sum total of the deductions to the accounts of the contributing staff members. Such transmission shall be considered as payments to the contributing staff members of the amounts so transmitted. Payroll deduction shall not be considered as an assignment to the designated charitable organization of any interest in the monies so deducted other than as agent of the contributing staff members.
  - The School District shall not be liable to the designated charitable organization or to any contributing staff member for any failure to make a proper deduction or transmittal of the amounts designated for payroll deduction.
  - The School District may charge a reasonable fee to each designated charitable organization for processing and administering payroll deduction.
6. May allow a staff member to designate his or her contribution for any charitable agency whether or not such charitable agency normally receives funds from the registered combined charitable organization.

#### **SOLICITATION OF STUDENTS**

Students shall not be solicited for charitable contributions by any outside agency.

#### **MAGAZINE DRIVES**

Magazine sales or subscription drives may be held in the schools provided that the vendor guarantees delivery of products to buyers.

**LEGAL REFERENCES:**

**CROSS REFERENCES:**