

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 5 <i>Charitable Solicitation</i>

Relevant Information: UFA is approached on occasion to facilitate voluntary charitable contributions to be made by UFA Employees to third party charitable organizations either through solicitation of direct contributions by employees or via ongoing payroll deductions.

Policy Statement: It is the policy of the Board that the Chief Financial Officer (CFO) and the Chief Legal Officer (CLO) will review a request for charitable solicitations of UFA employees and jointly make a recommendation to the Fire Chief and Command Staff whether the organization or charitable cause is appropriate for solicitations of employees. A recommendation will be based upon a review of the charitable organization’s compliance documentation and a determination that its purpose is compatible with the mission of the UFA. Because of the administrative burden of establishing payroll deductions, this evaluation process should occur in a once a year window to be established by administrative policy. Any solicitation of employees must emphasize that such contributions are voluntary, and administration is merely acting as a facilitator for the solicitation. The Fire Chief is authorized to revoke or refuse to begin payroll deductions if the participation rate falls low enough that continuing contributions does not justify the administrative burden of processing payments.