

**AMEND BOARD REPORT 99-0623-RS13  
AMEND BOARD REPORT 98-0128-RS8, ADOPTED JANUARY 28, 1998:  
PAYROLL DEDUCTIONS CAMPAIGN RESOLUTION**

**WHEREAS**, the ~~Chicago School Reform Board of Trustees~~ Board of Education of the City of Chicago (the "Board") has a strong tradition of supporting local charities and educational initiatives; and

**WHEREAS**, the Board encourages employee participation in charitable fundraising campaigns; and

**WHEREAS**, to facilitate employee contributions to charitable causes, the Board annually provides for voluntary payroll deductions by employee contributors (the "Campaign");

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- Section 1. The organizations ~~which~~ that may participate in the Campaign (The "Participating Organizations") shall meet the criteria set forth in Exhibit A attached hereto and hereby made a part thereof.
- Section 2. Participating organizations ~~which~~ that do not receive a minimum of either 250 annual ~~contributions~~ contributors or \$250 in contributions, whichever represents the greatest level of participation, ~~shall~~ may be disqualified from participating in the Campaign in subsequent Campaign years.
- Section 3. No Participating Organizations shall be disqualified unless by action of the Executive Committee.
- Section 4. The Executive Committee as defined in Exhibit A is hereby authorized to perform any and all acts as necessary or advisable to implement and coordinate the Campaign, including negotiating, executing and entering into any necessary or advisable agreements and instruments, subject to the approval of the Board.
- Section 5. The Executive Committee shall promulgate reasonable ~~rules~~ guidelines relating to the administration of the Campaign.
- Section 6. This Resolution is effective upon its adoption.

## EXHIBIT A

### I. Purpose

The Board recognizes the valuable work provided by voluntary, not-for-profit charities and the need to support the work of these organizations in a partnership between these public service agencies and the Board. Hence, the purpose of the Campaign is to ensure that Board employees have the opportunity to voluntarily participate through payroll deductions in a ~~single workplace charity drive~~ benefiting a broad range of civic groups and social service agencies.

### II. Definitions

1. "Agency" or "Voluntary Agency" means a private, not-for-profit 501(c)(3) organization as determined by the Internal Revenue Service.
2. "Campaign" or "CPS Employee Campaign" means ~~the~~ any charitable fund-raising program(s) established and administered by the Executive Committee.
3. "Designated Funds" means those contributions which the contributor has designated to specific voluntary agencies or federation.
4. "Employee" means any person employed by the Chicago Public Schools.
5. "Executive Committee" means the group of persons responsible for organizing any Campaign who shall be appointed by the Board and shall be comprised of no more than eleven, but not less than five members.
6. "Federation" means a group of voluntary charitable agencies organized for the purposes of supplying common fundraising, administrative, and management services to its constituent members.
7. "Participating Organizations" means those agencies or federations approved by the Executive Committee deemed eligible to participate in ~~the~~ any CPS Employee Campaign.

### III. Selection of Participating Organizations

- A. ~~In order for any charitable organization to~~ To be deemed a "Participating Organization," and be admitted to participate in any Campaign, any charitable organization therefore receiving admission into the Campaign, it must demonstrate meet at least one of the following criteria:
  1. Possessed admission status before this agreement was passed; or
  2. Qualified under the State of Illinois' Voluntary Payroll Deductions Act of 1983, including the provisions of 340/3(b)(5), which requires that benefiting agencies actively conduct health or welfare programs and provide services directed at human needs within the community; or
  3. Received 4,000 signatures from full time employees of the Chicago Public Schools, along with the employees' respective ~~Social Security~~ employee identification numbers, requesting its admittance into the Campaign. The Executive Committee will verify the employees' current full-time status from employment records; or
  4. Approved by the Executive Committee as eligible to participate in the campaign.

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- B. Any charitable organization wishing to receive "Participating Organization" status may submit an application during its annual open enrollment period of May 1 through June 30, inclusive, and will be deemed eligible to participate if it meets ~~the criteria as determined and published by the Executive Committee~~ any of the criteria set forth above in Section III.A.
- C. Any federation or organization which is a designated "Participating Organization" is not required or permitted to submit a separate application.

**IV. Structure of the Campaign**

- A. The Executive Committee is responsible for organizing the Campaign; deciding on the eligibility of voluntary organizations; and supervising the activities of the campaign which include the design of the materials, publicity, issuing a report of the campaign results, and handling any other issues ~~which that~~ may arise in running the campaign. ~~The Executive Committee shall be appointed by the Board and shall be comprised of no more than eleven, but not less than five representatives.~~ Every effort shall be made to ensure that there is a cross-section of the representation on the committee committed to making unbiased campaign decisions. ~~The members of the Executive Committee shall choose from among themselves a chair and vice chair for the campaign. The vice chair shall act in the chair's stead when necessary. A quorum of the appointed members or their respective designees, which consists of a simple majority of the members then serving, must be established in order to call meetings to order and to vote.~~ Any employee who serves on the Executive Committee shall not participate in any decision where, because of membership on the board, committee or other affiliation with a participating charitable agency, federation, or member agency of a federation, there could be or appears to be a conflict of interest.
- B. The Executive Committee may request a beneficiary agency, federation or third-party entity to assist in administering the campaign. ~~This may include, but is not necessarily limited to, coordinating the material production; distributing the materials; assisting with training and publicity efforts; data collection and reporting; and other administrative functions.~~ The request for these services shall be made through an open bid process. At a minimum, bidding entities shall submit documentation of demonstrating their ability to assist in the administration of the campaign; their commitment to administer the campaign fairly and equitably; and a budget.
- C. Participating ~~e~~ Organizations may be consulted with respect to how the campaign will be run. All Participating Organizations shall be treated fairly and equitably, with equal opportunity to participate in the planning of the ~~e~~ Campaign, kick-offs, training and award recognition events.

**V. The Campaign(s)**

- A. The Campaign(s) is are the only authorized fund-raising drive(s) in the workplace. The time allotted for each solicitation of employees will occur for no more than a consecutive six week period for each solicitation, or as shall be established by the Executive Committee.
- B. ~~Due to tradition,~~ The Campaign shall include a primary Combined Campaign solicitation that includes a variety of Participating Organizations. † The Executive Committee reserves the right to host a separate secondary solicitation(s) exclusively aimed to raise funds exclusively for college scholarships for that are given to Chicago Public Schools students, including the United Negro College Fund, the Hispanic Scholarship Fund, and Scholarship Chicago. Any secondary solicitation shall be conducted outside of the time period allocated for the primary Combined Campaign solicitation.
- C. ~~Likewise, the Executive Committee reserves the right to host a separate solicitation for the National Hispanic Scholarship Fund.~~

D- C. The Executive Committee shall produce a single brochure and pledge card for the ~~combined~~ primary Combined e Campaign solicitation, which would also include ~~the United Negro College Fund, and the Hispanic Scholarship Fund, any Participating Organization involved in a secondary solicitation.~~ which will be distributed to each employee. For any secondary solicitation, the Executive Committee may allow the Participating Organization to produce a separate brochure, pledge card and any other materials needed for the Campaign. Any separate brochure and pledge card must be approved by the Executive Committee. The separate brochure and pledge card may only be distributed during the respective Participating Organization's campaign solicitation.

At a minimum, ~~the~~ each brochure shall describe the Campaign, list each qualified federation and agency with a code number for designation purposes, give a brief description of each agency, federation, and member agency of a federation which allows for designation to it, and a telephone number for employees to contact for additional information. The pledge card shall allow an employee to designate their contribution ~~to~~ of a minimum of \$1 per charity selected and, for the primary Combined Campaign solicitation, a maximum of ten agencies, federations, or member agencies of federations. A pledge card ~~which~~ that is returned without designation will be returned to the contributor for completion or will be considered an "undesigned" contribution.

Any "undesigned" contributions will be distributed in the same proportion as the total designations to all participating charities. Explanation of how "undesigned" contributions are treated will be described in the campaign brochure.

## **VI. Distribution of Funds and Payment of Expenses**

- A. All designated funds are honored and are remitted to the agency or federation on behalf of its member agencies.
- B. The budget for the campaign shall be approved by the Executive Committee. The approved campaign budget shall be inclusive of all expenses; expenses above the approved budget, if any, are to be reviewed by the Executive Committee, and in any case, shall not exceed 10% of the approved budget.
- C. Any cash contributions shall must be converted to a school check or money order and will be accepted in those forms. A receipt must be given to the contributor for any cash contribution.
- D. Distribution of pledged funds shall be made quarterly.

## **VII. Exclusion from participation**

- A. The Executive Committee is responsible for oversight of the conduct of ~~the Campaign~~ any employee payroll deduction campaign on behalf of the employees of the Chicago Public Schools. In keeping with its due diligence responsibilities and in the course of any solicitation the ~~Campaign~~ Executive Committee may become aware of the appearance of malfeasance, or actual malfeasance, or the violation of local, state, or federal laws on the part of a Participating Organization.
- B. The Executive Committee is to give notice to the Participating Organization in question in the form of a Warning Notification sent by certified mail, return receipt requested. This Warning Notification will provide specific reasons for the warning, and establish a date for the Organization's response to the Committee, in writing, by representatives of the Organization.
- C. After reviewing the documentation presented, the Executive Committee will vote to retain or exclude the Organization from the Campaign(s). If the decision is to exclude, the Executive Committee will vote on the effective date for the action and make a decision on proper subsequent disbursement of employee donations which had been made to the Organization, if any.

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- D. In the case that the Organization does not respond to the Warning Notification, or responds after the ~~date of the~~ deadline, the Executive Committee may vote to exclude the Organization.
- E. Such a decision to exclude is a final decision of the Executive Committee, made on behalf of the ~~Chicago School Reform Board of Trustees~~ Board of Education of the City of Chicago.
- F. If the Excluded Organization subsequently reapplies to the Executive Committee with documentation in support of its reinstatement, the Executive Committee reserves the option of *considering the request for reinstatement*.

**VIII. Miscellaneous**

- A. True voluntary giving is fundamental to the ~~Campaign Board's~~ fund-raising activities. Actions that do not allow free choices, or create the appearance that employees do not have a free choice to give, or actions that publicize employees' gifts are contrary to the fund-raising policy.
- B. ~~The No Campaign does not shall~~ allow for contributions to an agency not listed in ~~the~~ an approved Campaign brochure. Employees who designate such a contribution shall have it denied, and the form will be returned to them.