

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:034	Supersedes Policy Number: 5:034
Date: February 15, 2000	Dated:
Subject: Charitable Organization Campaigns and Contributions	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: P-140
Approved: <p style="text-align: right;">President: Signature on File</p>	

I. Making Charitable Contributions

Part of the University's mission is community service. Therefore, to assist employees who wish to engage in charitable giving, the University provides services to facilitate contributions. For many, donations to a recognized agency campaign may be the major charitable contribution made during the year, while for others it is only part of their overall charitable contribution plan. Giving is a matter of personal conscience and ability and is not a job performance requirement.

Contributions may be made through payroll deductions for organizations which have met Tennessee Board of Regents' standards for voluntary contributions and the requirements of this policy. Eligible organizations must provide direct and substantial health and human services to Tennessee Board of Regents employees, their families, and other Tennesseans and/or provide substantial financial support to health and human services agencies that provide significant services to Tennesseans and have a substantial presence in the State.

II. Enrollment Campaigns

Austin Peay State University will conduct a primary combined charitable giving campaign in the fall of each year. All organizations registered with the TBR Central Office by August 1 of each year will be eligible to participate. An employee will be appointed annually by the President to coordinate the annual fund drive by assembling and mailing information to each employee. Materials for distribution must be received at the University by September 1 in order to be distributed in the campaign. The Campaign Coordinator will also receive pledges and forward that information to Human Resources for payroll deduction. No agency will be allowed to solicit on campus during the campaign unless participating in an activity that is available to all organizations.

Any other charitable campaigns must be approved by the President.

III. Process to Establish Payroll Deductions

The Office of Human Resources will maintain a master list of eligible agencies which is available to all employees. This list is also maintained on the Tennessee Board of Regents Home Page on the World Wide Web, address: <http://www.tbr.state.tn.us/~humanres/charity.htm>. Information about a particular agency may be obtained from the agency directly through telephone numbers provided in this listing.

- A. Organizations with current payroll deductions are "grandfathered" and will not require additional approval from the Central Office.
- B. New organizations must apply through the TBR Central Office to provide documentation and obtain approval for deductions. Organizations contacting APSU directly will be referred to the TBR for approval.
- C. Newly approved organizations will be added to the TBR master list on the date specified in the calendar developed by the TBR Central Office.
- D. The TBR Central Office has established a block of deduction codes for charitable organizations. A specific range will be assigned for core agencies which generally have system-wide deductions. The remainder of the codes will be assigned at APSU's discretion.

IV. Methods of Payroll Deduction

- A. Employees may select a monthly deduction, which will commence with the paycheck in January. Lump-sum contributions will be taken entirely from the January paycheck. Persons on the semi-monthly payroll will have their deductions split into equal amounts for both payrolls in a month.
- B. New employees may select monthly or lump-sum deductions. These payroll deductions will be taken from the paycheck during the first full month of employment.

V. Requirements and Limitations

- A. Newly approved organizations will be required to obtain a minimum of five (5) participants at APSU in order to establish payroll deductions.

- B. Employees will be limited to three (3) charitable organization deductions. Umbrella organizations, such as United Way or Combined Health Appeal of Tennessee, will be regarded as one deduction.
- VI. Designating an Organization or Agency for Charitable Deductions
- A. Austin Peay State University employees will use the Charitable Organization Pledge Form to designate contributions to particular agencies or sub-agencies. Pledge forms should be forwarded directly to the Campaign Chairperson who will forward them to Human Resources at the close of the Annual Charitable Giving Campaign.
 - B. Austin Peay State University does not inform participating charity agencies of the individual names of employees who designate their pledge. Employees who would like an agency to know of pledges designated under their names may send a copy of the completed authorization form to the agency. Personal checks should be forwarded through the Campaign Chairperson who will forward them to the designated agency. This ensures the University receives credit for the contribution. No cash contributions will be accepted.