

Special Event/Fundraiser Guidelines

1. Special Rules:

- **Food:** Please follow appropriate food handling and safety guidelines. If using food as a fundraiser, such as a bake sale, it is best to offer it for a “suggested donation”. This will make your event easier. If you choose to “sell” food in the strictest sense, please check with Public Health to ensure that your vendor and event are operated in accordance with Public Health Guidelines. For more information and clarification on food use during special events, please contact the Employee Giving Program.
- **Featuring Nonprofits:** A Special Event may feature one nonprofit organization, but there should be an option available for employees to give to other nonprofits in the catalog. If an employee wishes to designate their donation to a charity other than the one that is featured you may: track it on the donation log form, request a check be written directly out to the nonprofit, and/or fill out a pledge a form. Additionally, fundraisers may be held for the “Campaign” in general. Money raised for the “Campaign” will be distributed among all nonprofit organizations that receive donations.
- **Raffles:** Raffles, as defined by the Washington State Gaming Commission, may not be held. However, you may hold drawings for prizes. Please see the EGP website for more information.

2. Solicitations. Per ordinance, King County employees may not solicit donations from businesses. However, there are several ways to get employee give-away items. There are various items available through the EGP including past leadership items and items from participating nonprofit organizations. Additionally, the .33 allowance per employee can be used to purchase give-aways such as gift cards. Contact Junelle Schrum to order employee give-away items and for other ideas.

3. Increasing participation. To ensure the special events at King County *increase* money for nonprofits please strongly promote workplace giving, in general, and payroll and time donations *in addition to* event purchases. We ask you to:

- a. Have campaign catalogs and donation forms available at the event. Extras can be downloaded from the website and are available from the EGP.
- b. Arrange for campaign speakers at the events.
- c. Encourage employees to complete donation forms at the same time they are making purchases.
- d. Use the King County Employee Giving Program banner & display materials at the event.

4. Appropriate accounting. Cash, checks, and completed donation forms need to be submitted to worksite volunteer or to the EGP within 5 business days of event with a **Special Event Donation Form**. When doing a cash event, we encourage the organizers to convert the cash into a money order or cashier’s check made directly to the nonprofit organization or to the “campaign” in general.

5. Marketing. In all marketing of the event, the Employee Giving Program should be referenced; because, charitable solicitation outside of the charitable campaign is not allowed. We encourage use of the EGP logo available on the website. Email Junelle.schrum@kingcounty.gov to receive electronic copies of logo or for assistance in creating event promotional materials.

I have read and understand the Special Event Guidelines above.

Event Organizer signature

Date

Complete and return via email, fax, or interoffice mail to:

Junelle Schrum

junelle.schrum@kingcounty.gov

CNK-ES-0231

Phone 206.263.9405

Fax 206.263.3750