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## WASHINGTON STATE COMBINED FUND DRIVE POLICIES AND PROCEDURES

Policy     Procedure

<b>Title:</b> Disaster Relief Campaign Policy	
<b>Developer Name:</b> Heather Lucas	<b>Submission Date:</b> 5/1/2018
<b>Approved by:</b> Philip Kerrigan	<b>Approval Date:</b> 5/1/2018
<b>Approving Signature:</b> 	

### OVERVIEW

The CFD is committed to maintaining a sustainable, coordinated channel for Washington State employees and retirees to efficiently direct their charitable giving in the event of a disaster. In accordance with WAC 434-750-310, the Washington State Combined Fund Drive (CFD) has the right to create and implement disaster relief campaigns based on a specific catastrophic event that causes loss of life and/or property.

### PROCEDURE

The CFD Program Manager must provide cause to begin a disaster relief campaign to the Community Programs Deputy Director and/or staff of the Office of the Secretary of State (OSOS). With approval, the CFD Program Manager may work with OSOS IT and CFD staff to assist in creating web content, notifications and donation payment web pages. The content provided to donors regarding the disaster relief campaign must include:

- A brief description of the disaster
- A list of CFD member charities who have provided proof that they are working in the affected area
- Relevant contact information for the CFD, OSOS or member charities

### ADMIN COST

The CFD Program Manager must work with OSOS Fiscal staff to determine the appropriate administrative cost to be applied to disaster relief disbursements.

### CRITERIA FOR SELECTING CHARITIES

Any charity serving during a disaster relief campaign must:

- Be recognized by the IRS as an approved 501(c)3 or 170(c)1
- Be registered as an active charity with the OSOS Charities Program
- Provide proof that they are actively involved in relief efforts for the declared disaster

The CFD reserves the right to modify the list of active charities participating in the disaster relief efforts.

### ENDING A DISASTER RELIEF CAMPAIGN

All donations collected for a disaster relief campaign must be entered as a CFD fundraiser in order to disburse donations. The CFD will work with OSOS Financial Services to choose an



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appropriate date to reconcile and disburse donations for the disaster relief campaign. Donations may be reconciled and disbursed at the discretion of the CFD and do not need to wait until a quarterly disbursement to be released.

#### **NOTIFICATION OF CHANGES**

If the Combined Fund Drive decides to change its disaster relief campaign policy, those changes will be posted to [www.cfd.wa.gov](http://www.cfd.wa.gov) so all users are aware of what role the CFD and its member charities play in these campaigns.

#### **CONTACT US**

For further questions regarding this memorandum of policy, you can reach the state CFD office at:

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