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WASHINGTON STATE COMBINED FUND DRIVE POLICIES AND PROCEDURES

Title: Disaster Relief Campaign Policy	
Developer Name: Erin Aquino	Submission Date: 6/1/2022
Approved By: Robert Lane	Approval Date: 6/6/2022
Approving Signature: 	

OVERVIEW

The CFD is committed to maintaining a sustainable, coordinated channel for Washington state employees and retirees to confidently and efficiently direct their charitable giving in the event of a disaster or crisis. In accordance with [WAC 434-750-310](#), in extraordinary circumstances the CFD is authorized to conduct special campaigns for disaster relief.

The CFD defines a disaster/crisis as a serious disruption that exceeds a community's or a region's capacity to cope using typical resources. Crises can be caused by natural and/or man-made hazards, as well as systemic factors that expose the vulnerability of a community or region.

PROCEDURE

The CFD Program Manager must provide written cause to begin a disaster relief campaign to the Director of External Affairs and Assistant Secretary of State.

With approval, the CFD Program Manager will work with OSOS External Affairs and CFD staff to assist in creating web content, notifications and donation payment web pages for state employees. 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

In addition, the CFD Program Manager may work with OSOS Communications and CFD staff to assist in creating any necessary press releases for Washington citizens. This may include:

- GIVESMART! recommendations

CRITERIA FOR SELECTING CHARITIES

Any charity providing aid 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 information on how 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.



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ENDING A DISASTER RELIEF CAMPAIGN

Sixty days after the initiation of a disaster relief program, the CFD Manager will review for the need to extend. If an extension is warranted, the CFD Program Manager will seek approval from the appropriate sources. At the conclusion of the program, all relevant information will be taken off of the website.

Notification of changes

If the Combined Fund Drive decides to change its disaster relief campaign policy, those changes will be posted to www.give.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 CFO office at:

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