

Combined Charities Campaign – Coordinator Expectations

- **Handling of cash**
 - Cash may be collected as part of a fundraising event
 - Cash cannot be deposited into personal accounts and money may not be collected using any individual's personal Venmo, CashApp, PayPal, or other payment service account
 - Follow established procedures for cash donations found on CCC website: [Coordinator Resources / State of Minnesota \(mn.gov\)](#)
- **Alcohol and Cannabinoids**
 - No items prohibited by HR/LR Policy #1418, Prohibition of Drug and Alcohol Use by State Employees may be accepted, given, furnished, or consumed as part of the campaign – including but not limited to alcoholic beverages, intoxicating liquor, or cannabinoids (such as products containing THC, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products)
 - Gift cards to liquor stores or cannabis shops or dispensaries are prohibited and shall not be collected
 - Bar and restaurant gift cards/coupons may be accepted only for use as part of an auction and subject to other established procedures
- **Use of state funds for campaign costs (prizes, events, supplies, etc.)**
 - Department coordinators cannot use state funds for campaign costs
 - Department heads may use state funds as allowed under Department Head Expenses Policy (Statewide Operating Policy 0804-03)
 - MMB may use the MMB Admin Account for statewide events such as the Chili Cook-Off
 - Department coordinators can use event monies to reimburse event costs ***only if*** contributors are explicitly informed that a portion of event contributions will be used for this purpose
 - For example, costs could be reimbursed for materials purchased by an employee baking for a bake sale
 - Reimbursed costs must be reasonable, directly related to the campaign, and supported by receipts
- **Participation in events on state time**
 - Board members and department coordinators may use of state time provided that their participation has been approved by their department management
 - Combined Charities time may be approved state time for event participants and volunteers who are not approved coordinators. (See M.S. 43A.04, subd. 13). Each department may have its own procedures and guidelines. Employees should consult with their supervisor for approval before using work time to participate in Combined Charities events.
- **Provision of incentives in exchange for participation**
 - No provision of prizes with value (e.g., cash; gift cards) in exchange for payroll pledge or event participation
 - Trinkets or prizes of nominal value such as candy or a button are acceptable
- **Gambling**
 - No gambling events such as raffles, bingo, pull-tabs, tip boards, door prizes, or other games of luck or chance

- You may host skills-based events (e.g., pumpkin carving contest; Chili Cook-Off), but prizes must be trinkets or items of nominal value
- **Use of software**
 - Software usage must be approved according to the user's department IT policies
- **Solicitation**
 - No solicitation of businesses, vendors, or individuals for contributions
 - Donated items by state employees is acceptable if not solicited
- **Auctions**
 - Auctions are acceptable if the event does not violate any statewide or Combined Charities policies (for example, no alcohol)
 - Auction items are not considered prizes and do not need to be of nominal value