

CHARITIES AND FUNDRAISING

Fundraising Methods & Procedures

SAMPLE ID Badges Employee, Fundraiser, Volunteer & Visitors



POLICY STATEMENT

Philosophy

MEDTYME dba MEMRA ("Organization") desires to accept non-cash gifts. These policies and guidelines are intended to set forth and clarify the operations and policies for this area. It is the Organization's desire that its responsibilities be discharged with the utmost integrity and in a manner that fulfills its tax exempt purposes.

It is acknowledged that non-cash gifts have additional costs, both direct and indirect, associated with their handling and therefore must be carefully evaluated in order to assure that the "gift" is truly beneficial to the Organization.

It is further acknowledged that people of good will desire to give. Therefore, the Organization at all times desires to encourage a donor's desire to give by showing appreciation for that desire regardless of whether or not the proposed gift is ultimately accepted or rejected. Donors shall be treated fairly and equitably at all times and with integrity in all matters and dealings.

Goals

*It is the goal of the Board of Directors to oversee the acceptance, management and liquidation of all non-cash gifts in an efficient and timely manner maximizing all resources, **but more importantly**, to protect the Organization from assuming undue risks and liabilities and to comply with all laws and IRS requirements governing charitable organizations.*

A gift is a voluntary transfer of property made gratuitously and without consideration. The donor must intend to make a gift, complete delivery to or for donee. The Organization does not accept gifts for the following reasons;

- a. Gifts with strings attached;*
- b. Gifts involving any sort of contingencies;*
- c. Gifts for personal services in return;*
- d. Gifts of the right to use property (such as gifts of rental office space).*

Evaluation of Proposed Gifts

When a gift is tendered to the Organization, all parties in a position to represent the Organization must be careful not to make premature representations to the donor regarding the acceptability of the gift.

In the evaluation process, the Responsible Officer is responsible for obtaining the required information. The length of time for this information gathering process will vary depending upon the type of gift tendered. The Responsible Officer will evaluate the information as to its completeness and quality prior to making a decision on whether to accept the gift.

*As a general policy, whenever a donation of a non-cash gift is made conditional upon the Organization paying some expense of the donor, the proposed gift **cannot** be accepted because of the risk of private inurement and also because payment of the donor's expenses is not related to our exempt purposes. If the decision is made not to accept the tendered gift the responsibility for communicating this to the donor is normally that of the Responsible Officer.*

Acceptance of Gifts

The actual decision with respect to the acceptance or non-acceptance of proposed gifts will be made by either the Responsible Officer or the Board of Directors.

- A. *Items which can be routinely accepted by the Organization:*
- 1) *Certificates of Deposit, treasury bills or similar items.*
 - 2) *Stocks, bonds, debentures, or other securities which are freely tradable on a public market without restriction of any kind.*
- B. *Items such as Real Property, Personal Property, Insurance policies, Name beneficiary, Promissory notes, in which such items may be accepted by the Responsible Officer in consultation with the board of Directors and with legal counsel:*

Liquidation

Liquidation of charitable gifts, in such situations, the Responsible Officer should consult with the Board of Directors and legal counsel. This responsibility shall be carried out by the Responsible Officer in consultation with legal counsel. Because the filing of Form 8282 may potentially result in an investigation of the value of the charitable deduction claimed by the donor, the benefits of liquidating property and other gifts reportable on Form 8282 should be assessed taking into account the possible impact on donor relations, etc.

Mandatory Use

The Corporation requires Security ID Badges for employees and non-employees working in public, non public or high-risk areas as a way to communicate affiliation and authorization to be in specific organization facilities.

Individuals required to wear ID Badges include:

- *Persons working in or visiting public or non-public space/area to provide a service at medical facilities, hospitals etc. (persons meaning, Employees, Fundraisers and Volunteers)*
- *Persons contracted to work or working with medical professionals to assist customers/patients (e.g., hospitals, clinic, administrative/executive offices)*
- *Representatives of the Organization, (those with access to health information) and must also meet requirements (e.g., legal authorities, health professionals criminal investigation).*

Individuals must wear the ID Badge and display it face up at all times, and present and/or surrender it to Organization officials upon request.

The ID Badge is not transferable and is valid only for those name is specified on the Badge. Any misuse, alteration or fabrication of the ID Badge may subject the holder to disciplinary action by the Organization.

Optional Use

The Organization may require employees, volunteers, and other staff members to wear badges even if the employees are not specifically included within this policy. (Staff members are in the present of confidential information.)

REASON FOR POLICY

The reasons for this policy include the following public safety objectives:

- *To protect the personal safety and confidentiality of customers, staff, visitors and patients.*
- *The protection of the organization physical assets from potential harm, including theft, damage, or other potential risks.*
- *The threat of loss or organization property whether caused by the intentional or inadvertent acts of intruders.*
- *The protection of people, work product, infrastructure, and physical assets from intentional acts of disruption.*

DEFINITIONS

Authorized Vendor:

Authorized vendor is defined in this policy as all non-organization employees who, through contractual arrangement and appropriate approvals, have access to the organization facilities for the purpose of conducting business or rendering services.

Badge Recipient:

The person who receives an ID Badge. This may be an employee, visitor, volunteer, contract staff or student observer.

Department:

The area to which the employee is assigned, as shown in the Staff Personal file.

Department ID Badge Coordinator:

Contact person responsible for ID Badge ordering, receiving, distributing, and tracking. Also responsible for receiving and distributing.

Employees:

Wage employees as identified as full-time and part-time employees

Risk - High Risk:

Risk is measured in terms of consequence and likelihood. Potential risk could involve patients, customers, staff members; the corporation financial, physical, or information systems, or its reputation. High risk areas are; (1) company file room with company & patient filed personal information, (2) Finance Office. High risk areas are designated by the Organization/Corporation Board of Directors.

Observers:

Persons who have made formal request and received permission to observe medical protocol or operational procedures for education, medical, and other approved purposes.

Visitors:

Visitors are defined in this policy as short-term guests, vendors (contracted-outside service personnel) and unexpected walk in persons.

Volunteers:

Volunteers are defined in this policy as persons providing a service to the organization, but are not on the payroll.

RESPONSIBILITIES

The Responsible Officer or Marketing/Fundraising Manager is responsible for volunteers, employees, fundraisers field personnel and visitors with respect to department ID Badge Requirements and/or procedures.

Responsible for day-to-day operations to ensure authorized departmental staff, visitors and guests meet departmental workstation and charitable solicitations program goals related to confidential policies.

Once a gift has been accepted, the responsibility for liquidation lies with the Responsible Officer or Fundraising Manager. An exception to this policy is if the gift will be retained for use by the Organization. In this case the Responsible Officer will have no responsibility for the gift apart from making sure that the Organization has clear title or ownership of the asset. Additionally, the Organization must understand and agree to use the gift for exempt purposes only.

- 1. A brief description of the nature of the business and the goods to be sold if applicable.*
- 2. Provide a length of time for which the right to do business is desired.*
- 3. Applicant must provide immediately 2 photographs, taken within sixty (60) days. Prior to the date of the filing of the application, which pictures shall be 2" x 2" showing the head and shoulders of the applicant in a clear and distinguishing manner.*

Volunteers, Fundraisers, Field & Marketing Representatives:

- 1. Applicants must complete a statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or the punishment or penalty assessed relating to the offense.*
- 2. Applicant must provide Name and Personal description, including vehicle information.*
- 3. Provide permanent full local address home address and contact numbers.*
- 4. If employed, the name and address of the employer, together with credentials establishing the exact relationship. If not employed must provide 2 creditable references to acknowledge applicant character. .*
- 5. The fingerprints of the applicant and the names of at least two reliable property owners of the county who will certify as to the applicant's good character and business respectability; or, in lieu of the names of references, such other available evidence.*
- 6. At the time the application is presented a fee of ten dollars (\$15.00) shall be paid to the finance department to cover the cost of the criminal background investigation of the facts stated therein.*
- 7. All Solicitors and canvassers are required to exhibit their licenses at the request of any citizen.*
- 8. The Corporation business hours and the time during which solicitors and canvassers may engage in business within the Town shall be limited to the hours of 9:00 a.m. and 7:00 p.m. during the days of Monday through Saturday, No Sundays & No Holidays.*
- 9. All licenses issued under the provisions of this Chapter shall expire on December 31 in the year when issued. Other than annual licenses shall expire on the date specified in the license.*
- 10. No unlawful behavior, activities or crimes are tolerated whatsoever. If such action are found creditable, harsh penalties if not termination shall be imposed.*
- 11. ID Badges must be worn at all times when acting on behalf of the Corporation, No Exceptions.*