COMMUNITY RELATIONS

Annual Employee Charitable Campaign

The Prince William County School Board encourages its employees to participate in the annual employee charitable campaign coordinated by the School Division through the PWCS Department for Communications and Technology Services.

I. In order to provide for participation in the PWCS annual employee charitable campaign by a wide variety of local, state, national and international charities, protect the integrity of charitable contributions, and minimize disruption to the educational and administrative functions of the School Division, participation in the School Division’s annual employee charitable campaign shall be determined under the Charitable Campaign Eligibility Criteria set forth below:

A. Charitable Campaign Eligibility Criteria

All charitable organizations participating in the PWCS Annual Employee Charitable Campaign must meet the following criteria:

1. Be an incorporated not-for-profit and have a registered constitution and/or by-laws.

2. Comply with applicable federal, state and municipal laws and regulations.

3. Have tax-exempt status under 501(c)(3) of the 1954 Internal Revenue Code (or the equivalent status under an earlier or subsequent Code) and shall have been notified by the Internal Revenue Service that it is not a private foundation as defined in Section 509(a) of the Internal Revenue Code.

4. Organizations which engage in lobbying and/or attempt to influence voting or legislation at the local, state or federal level must maintain expenses connected with those activities within the limitations which allow them to be classified as a tax-exempt agency under 26 U.S.C. 501(h).

5. Have a policy and demonstrate a practice of non-discrimination as it relates to operation of the organization, including service delivery, on the basis of race, creed, color, religion, gender, age, national origin, physical or mental health, or any characteristic protected by law.
6. Be directed by an active and responsive governing body, generally called a Board of Directors, whose members have no material conflict of interest, and a majority of whom serve without compensation.

7. Account for their funds in accordance with Generally Accepted Accounting Principles (GAAP).

8. Be audited in accordance with Generally Accepted Auditing Standards (GAAS) by an Independent Certified Public Accountant (CPA) in the immediately preceding year.

9. Submit to the current contractor, a copy of their annual audited financial statements for the immediately preceding year. An organization with annual revenues of less than $100,000 may submit an auditor's review in lieu of an audited financial statement. The AUDIT/REVIEW and IRS FORM 990 MUST BE FOR THE SAME 12 MONTH PERIOD. The National IRS Form 990 cannot be used for local chapters. The IRS Form 990 must separate expenses for the local chapter and tie into the local audit.

10. Prepare and make available to the public an Annual Report that includes at a minimum, a full description of its activities and services, and a list of Board members and chief administrative personnel.

11. Establish that the total of fundraising and administrative expenses do not exceed 25% of total support and revenue for the immediately preceding year. Organizations with excessive overhead (over 25%) are required to submit to the current contractor, a justification statement clearly explaining why overhead is excessive and how it will be lowered, in the future, to an acceptable level. Organizations submitting a justification statement for the second consecutive year, without showing a decrease, will be considered ineligible. Organizations with overhead in excess of 35% will not be considered for participation in the PWCS campaign.

12. Have substantial local presence in the geographical area covered by Prince William County. Substantial local presence is defined as a staffed facility, office or portion of a residence dedicated exclusively to that organization. The facility must be available to its clientele or members of the public seeking the voluntary organization's services or benefits that it provides, and must be open at least 15 hours a week. Local presence for national or international federations is defined as a federation with offices in the Metropolitan Washington Area as defined by the Council of Governments.
(COG) area already participating in significant local campaigns, and already being supported by local contributors, whose participating agencies provide services/benefits in the geographical areas served by the PWCS campaign.


II. No charitable organization that otherwise meets the eligibility criteria shall be denied the right to participate in the campaign based upon the viewpoint of the organization.

III. Any charitable organization meeting the PWCS Charitable Campaign Eligibility Criteria may participate directly in the PWCS annual employee charitable campaign. In the event that the campaign is being administered by an outside contractor, any such contractor will be required to follow the School Division’s eligibility criteria. In addition, employees may write in any 501(c)(3) nonprofits that are not directly participating in the PWCS annual employee charitable campaign.

IV. SPARK, the Prince William County Public Schools Education Foundation, may participate as an eligible agency in any annual employee charitable campaign conducted in PWCS. However, since SPARK was created with the approval of the Prince William County School Board for the sole purpose of funding and promoting initiatives that enhance educational excellence for students enrolled in PWCS, SPARK shall retain its’ unique relationship with, and access to, PWCS schools, students, and employees, which shall not be limited in any respect by virtue of SPARK’s participation in any annual employee charitable campaign.

V. Employees who participate in the PWCS annual employee charitable campaign may authorize contributions through a payroll deduction using such forms as may be provided by the PWCS Department for Finance and Support Services.

The Associate Superintendent for Communications and Technology Services is responsible for implementing and monitoring this policy.

The Associate Superintendent for Communications and Technology Services is responsible for reviewing this policy in 2019.