

Chapter 5.10 City Charitable Campaign

5.10.010 Definitions.

A. 'Charitable Organization' means: An entity organized and operated exclusively for tax-exempt purposes under Section 501(c)(3) of the Internal Revenue Code and registered as a charitable organization with the Oregon Attorney General as required by ORS 128.610 to 128.995; or, an entity that is a State or City created nonprofit that receives donations which may be deducted from taxable income as "charitable contributions" under Section 170(a) and (c) of the Internal Revenue Code;

B. 'Workplace Giving' means: An annual, employer-sponsored program such as the City's charitable campaign that offers employees the opportunity to make a charitable contribution through payroll deduction and other payment methods.

C. 'Workplace Giving Partner Organization' means: A nonprofit charitable organization that specializes in supporting employers in their workplace giving campaigns by providing technology platforms for donating, promotional and back-end donation processing support and customer and employee support. Examples of such organizations include United Way, EarthShare and America's Charities.

5.10.020 Charitable Campaign.

The City of Portland shall conduct an annual Charitable Campaign to encourage and support voluntary charitable contributions by employees. The campaign provides a consolidated, annual opportunity for workplace giving through payroll deductions, benefiting a wide range of charitable organizations. The campaign minimizes workplace disruption and reduces the administrative costs to the City and charitable organizations in charitable solicitation efforts.

Allowing employees to direct charitable donations to organizations of their choice through the Charitable Campaign does not constitute a City endorsement of those organizations.

5.10.030 Administration of Charitable Campaign.

The Office of the Chief Administrative Officer (CAO) of the Office of Management and Finance has administrative responsibility for the Charitable Campaign. City administrative costs associated with each annual Charitable Campaign will be paid out of the Chief Administrative Officer's General Fund Allocation.

The CAO or CAO's designee is authorized to formulate, approve and issue policies, administrative rules, and supplemental regulations related to the management and administration of the Charitable Campaign.

Exhibit A

City employees are able to make donations via voluntary payroll deductions. Neither the City nor the employee is liable for the donations if the employment status of the employee changes or the employee wishes to discontinue the donation.

In accordance with City Procurement rules, the CAO will select a designated workplace giving partner organization that is responsible for allocating funds to the applicable charitable organizations identified in employee donations and providing written acknowledgement for donors to meet the requirements of the Internal Revenue Code.

Following each year's Charitable Campaign, the CAO or CAO's designee will provide a report to City Council summarizing employee participation, community impact and administrative costs.

5.10.040 Featured Nonprofits.

Annually, each City Council member will select two charitable organizations that comply with the City's nondiscrimination policy to be featured in the campaign. These featured organizations will be highlighted and promoted during the campaign. A maximum of 10 organizations will be featured during each campaign.

Employees will not be limited to the featured nonprofits. They can direct their donations to any valid charitable organization that is recognized by the City's workplace giving partner organization.