

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: February 12, 2008

REGULATION TITLE:
Community Campaign

REGULATION NO.:
6C1-1.015

SUMMARY: The amendment removes the requirement that there be a representative of the President's office from the University of Florida Community Campaign Planning Committee. The President may select this member from other offices.

AUTHORITY: BOG Resolution dated January 7, 2003

COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Rebecca J. Holt, Administrative Assistant, 123 Tigert Hall, Post Office Box 113125, University of Florida, Gainesville, Florida 32611, 352-392-1358 office, 352-392-4387 facsimile, regulations@ufl.edu.

NAME OF PERSON WHO APPROVED THE PROPOSED REGULATION: Jane Adams, Vice President for University Relations

THE FULL TEXT OF THE PROPOSED REGULATION IS ATTACHED TO THIS NOTICE.

REGULATIONS OF
UNIVERSITY OF FLORIDA

6C1-1.015 ~~University of Florida;~~ Community Campaign.

(1) The University of Florida has established one combined charitable fund-raising drive for its Alachua County campus, known as the University of Florida Community Campaign. The campaign is open to all University employees employed in Alachua County who wish to participate and is held annually each fall. Payroll deductions may be utilized in fulfillment of pledges or promised contributions to the University of Florida Community Campaign.

(2) The University of Florida Community Campaign Planning Committee shall be composed of a total of ten persons, appointed annually by the President of the University. The members shall be faculty and staff employees representing the diverse makeup of the University community. The President shall appoint as members of the committee the chairperson of the current campaign, the chairperson designated for the following year, and the executive director of the campaign, ~~and a representative of the President's Office~~. The other ~~seven~~six members of the committee shall serve for staggered three-year terms. A member of the General Counsel's Office shall advise the committee. The Planning Committee, on behalf of the President, shall be responsible for the development, implementation, and administration of procedures and standards by which the campaign shall be conducted.

(3) The following are the requirements for a charitable organization that wishes to be a participant in the University of Florida Community Campaign:

(a) The organization must be registered with the State of Florida, Division of Corporations, pursuant to Chapter 617, F.S.

(b) The organization must be registered with the United States Department of the Treasury and be recognized as a 501(c)(3) entity or the equivalent by the United States Internal Revenue Service.

(c) The organization must be registered with the Florida Department of Revenue and must receive a state tax exempt number pursuant to Section 212.08, F.S.

(d) The organization must be registered with the Florida Department of Agriculture and Consumer Affairs, Division of Consumer Services, meet the requirements of Chapter 496, F.S. and submit a copy of the organization's most recent IRS Form 990 regardless of whether or not the IRS requires the organization to file this form. However, smaller organizations that file the Form 990EZ may submit the Form 990EZ with pages 1 and 2 of the Form 990 attached. Organizations claiming exemption from the provisions of Chapter 496, F.S., must provide documentation supporting the exemption.

(e) The organization must be governed by a volunteer board of directors that meets regularly and serves without compensation. Compensation shall not be deemed to include payment of the reasonable expenses of service as a director, including liability insurance. The board of directors must direct policy development and implementation, retain oversight of program delivery, and exercise executive level supervision.

(f) The organization must have a recognized substantial program in the health and human services area directly benefiting the Alachua County region. A program of health and human services is one whose principal objective is to assist people to improve the conditions that are necessary to achieve fundamental physical, social, and/or psychological well-being. Health and human services include research directed toward the achievement of human physical, social and/or psychological well-being and specific helping acts to individuals or groups that go beyond the provision of information.

(g) The organization must have a written policy of non-discrimination and carry out an affirmative action program that applies to volunteer governance, staffing, and clientele of the organization

(h) The organization should maintain management and general and fund raising costs at or below twenty-five per cent of total budget, a level established by the National Charities Information Bureau (NCIB) and generally accepted by the non-profit community. Agencies that

exceed the twenty-five per cent level will be required to provide the committee with the rationale for that level of costs.

(i) If the organization chooses to be represented by a federation (such as, United Way or Community Health Charities), the organization itself must still meet all the criteria established herein. If a federation applies, each organization represented must meet the criteria. Each organization selected will be listed only once on the donor designation form.

(4) The procedures for application to and inclusion in the University of Florida Community Campaign are as set forth in this section.

(a) By December 1 of each year, the Planning Committee shall have published in a newspaper of general circulation in Alachua County a notice informing organizations of the application procedures for participation in the University of Florida Community Campaign to be held in the subsequent fall term.

(b) Upon request of an organization wishing to participate, the committee will provide a copy of this policy and an application form. As a minimum, each interested organization will be expected to submit an IRS Form 990 or an IRS Form 990EZ with the first two pages of the Form 990 attached, a roster of the board of directors, IRS Tax Exempt Ruling (letter), State of Florida registration as a charitable organization, and current budget.

(c) An organization's application form with all necessary supporting documentation must be delivered or sent to the address stated on the form. The application form with all necessary supporting documentation must be delivered or postmarked by February 1 (or the next business day following if February 1 falls on a Saturday, Sunday, or holiday) to be considered for inclusion in the campaign. All application materials and proceedings are subject to the Florida Public Records and Sunshine Laws.

(d) The Planning Committee will notify each applicant of the meeting(s) at which applications are to be reviewed. Notification will include the date, time, and location of the meeting or meetings. The Planning Committee shall determine the format of the meeting(s).

