



Ohio Administrative Code

Rule 123:1-28-01 Combined charitable campaign.

Effective: June 18, 2000

The purpose of the combined charitable campaign is to provide state employees with the opportunity to make donations to charitable organizations through payroll deduction or one time contributions and to minimize workplace disruption by limiting solicitations for charitable contributions to one combined campaign per year.

(A) As used in this rule, the following definitions shall apply:

(1) Campaign coordinating organization. A participating charitable federation chosen by the state steering committee to advise and assist the committee and others involved in the combined charitable campaign with campaign planning and fund-raising activities.

(2) Regional coordinators. High level state and union officials in Franklin and Cuyahoga counties, and in other major metropolitan areas as needed, who are designated by the governor and the union respectively, and who provide leadership for the combined charitable campaign in their respective geographical areas.

(3) State campaign co-chairs. Top level state and union officials, designated by the governor and union respectively, who provide statewide leadership for the combined charitable campaign.

(4) State campaign liaison. A representative of the director of administrative services who serves as liaison between the director and the state steering committee, and provides on-going administrative support for the combined charitable campaign.

(B) The director of administrative services or the director's designee shall monitor statewide compliance with this rule and with the policies and procedures governing the combined charitable campaign. The director shall provide administrative support for the annual campaign, and shall be the final arbiter on policy questions and appeals of campaign participation decisions.



(C) The state steering committee shall oversee the annual campaign. The steering committee will consist of a minimum of thirteen members including the state campaign co-chairs, the regional coordinators, a representative of the governor, the state campaign liaison from the department of administrative services, a representative from the capital area campaign coordinating organization, and at least five representatives from other state agencies. Responsibilities of the state steering committee include but are not limited to:

(1) Review and approval or disapproval of applications from charitable organizations for participation in the annual campaign;

(2) Review and approval of annual campaign materials; and

(3) Establishment of policies and procedures for participation in and conduct of the annual campaign, including guidelines on appropriate solicitations, subject to final approval by the director of administrative services.

(D) Procedure for appeal of decisions on requests for combined charitable campaign participation. When an application for participation in the combined charitable campaign is disapproved, the organization applying for participation may appeal the decision as follows:

(1) An appeal may be submitted in writing to the state steering committee within ten business days of the date the decision was received from the state steering committee. The appeal shall clearly delineate the reasons for the appeal and shall address the reasons for the original disapproval. Appropriate documentation showing that the organization meets established participation criteria shall be provided.

(2) If the original decision on the campaign participation request is affirmed by the state steering committee, an appeal may be submitted in writing to the director of administrative services within ten business days of the date the affirmation is received from the state steering committee. The decision of the director of administrative services on any campaign participation request is final and not subject to further appeal.

(E) The combined charitable campaign is the only authorized campaign for charitable contributions



through payroll deduction for state employees.

(F) Campaigns for which the primary focus is the collection of food items for local food pantries, rather than the direct solicitation of funds through payroll deduction are not affected by this rule.