



POLICY

Dublin San Ramon Services District

Policy No.:	P200-14-2	Type of Policy:	General
Policy Title:	District Participation in Charitable Events and Community Service Activities		
Policy Description:	Establishes criteria for District participation in charitable events and community service activities		
Approval Date:	Aug 19, 2014	Last Review Date:	2014
Approval Resolution No.:	50-14	Next Review Date:	2018
Rescinded Resolution No.:	39-06	Rescinded Resolution Date:	September 5, 2006

It is the policy of the Board of Directors of Dublin San Ramon Services District:

That the District participate in only those charitable events and community service activities, or projects which are determined to be in the interests of the communities served by the District, in view of its water, wastewater, and recycled water enterprise responsibilities, as well as its environmental stewardship role. Expenditures or commitments of resources by the District (including staff time) shall serve a District purpose, such as furthering its mission, providing publicity for District initiatives, enhancing outreach to the community, or increasing goodwill.

Participation in any such activity must be sponsored by at least one member of the Board of Directors and presented to the Board for approval, or is pre-authorized by the Board by virtue of being included in this policy and/or included in an approved Operating Budget. At a minimum, any such event shall bear some reasonable connection between it and the mission of the District, which connection shall be stated in the proposal.

The events and activities that are pre-authorized hereby are the following:

1. An event or activity that is directly or indirectly tied to the District or to matters within the jurisdiction of the District, including local, regional, and state events such as a job fair, science fair, a charitable fundraiser sponsored by an utility focused organization such as CASA, ACWA, WEF, etc.;
2. An event or activity that will provide an identifiable and reasonable return to the District in the form of publicity, outreach, or goodwill, in exchange for the District's expenditure of resources (funds, time, facilities, equipment, etc.);

3. Disaster relief assistance to other water or wastewater utilities that results in increasing District staff's knowledge for disaster planning, training, and communications, or that may result in commitments by other utilities to assist the District in the event of a disaster within the District's service area;
4. An event that offers the District the opportunity to distribute District messages related to its mission to the service area (e.g., Day on the Glen Festival, St. Patrick's Day Parade);
5. Use of facilities (as governed by the District Code) by organizations, such as, but not limited to charitable groups, sports organizations, professional organizations, service organizations, scouting organizations;
6. Other charitable fundraising activities that involve raising donations, and include, but are not limited to, the annual United Way fundraising campaign and Daffodil Days (on behalf of the American Cancer Society). Charities must meet IRS rules for non-profit, charitable organizations. To the extent possible, these charities shall benefit the residents of the District's Service Area;
7. Individual charitable or community service activities in which employees voluntarily participate and promote. Any time spent in these efforts must be the employee's time and not during time he or she is paid as a District employee. Individual employees may use District resources on a limited basis to promote legitimate charities in the following ways, without prior approval by the General Manager:
 - Post email messages about the charity in the public folders on Outlook, and/or send information to a limited number of co-workers – the message should make it clear that this is an individual effort, not a District-sponsored activity;
 - Place brochures, fliers, candy for sale, etc. in common employee areas at the District, such as lunchrooms; and,
 - Share information about the activity in a manner that does not interfere with the individual's work or the work of other employees.
8. Individual charitable or community service activities that use additional District resources, such as those listed below, require prior approval from the General Manager or his/her designee:
 - Sending information about the charity by email to "Everyone" or a large number of employees;
 - Spending more than minimal work time organizing or publicizing the charity or activity; and,
 - Arranging for representatives of the charity to present information to employees at a brown-bag session.

The General Manager is hereby authorized and directed to implement this policy, and to present to the Board any proposals that are not pre-authorized by this policy.