

MOTLOW STATE COMMUNITY COLLEGE

SUBJECT: CHARITABLE ORGANIZATION SOLICITATION

This policy implements TBR Guideline P-140 regarding solicitations and payroll deductions for charitable organizations.

I. Annual Enrollment Period

The annual enrollment period for charitable organization deductions shall coincide with the flexible benefit annual enrollment period of October 1 through November 15 of each calendar year.

II. Eligible Organizations

A charitable organization must be on the approved list of charitable organizations maintained by the Tennessee Board of Regents.

III. Solicitation Policy

During the annual enrollment period, Motlow College will provide to each eligible employee the appropriate enrollment information on each approved charitable organization.

Any approved charitable organization may solicit on campus on one assigned date and in one assigned location during the annual enrollment period. The location and date will be approved by the Director of Administrative Services.

No on-campus solicitation will be permitted at any other time and no solicitation may be conducted on an office and/or unit by office and/or unit basis.

SOURCE: MOTLOW COLLEGE

XR: TBR Guideline P-140