

## State Employee Toy Drive

**Function:** Collect toys and deliver to the Marine Corps Toys for Tots for distribution to children in need throughout Oregon.

**Region:** Statewide.

**Toy Drive Timeframe:** Mid-November through Mid-December annually.

**Toy Delivery:** Agency offices near the Capitol area should deliver their toys to the Capitol between Dec. 4 and 11, 2019. Outlying offices should deliver their toys to their local Toys for Tots drop off (or other agreed upon charitable program).

**Participation:** All state agencies

**Key Figures:** Statewide coordinator, agency coordinators, agency heads.

**Responsibilities:**

Statewide Coordinator(s): Notification of event, Marine Corps Toys for Tots contact/liaison, agency coordinator contact, Capitol liaison, tracks all toy drive equipment including the wooden sleigh used in the Capitol display, oversees the delivery of the toys to the Toys for Tots by arranging transportation and volunteers, turns over checks written to Toys for Tot, follows up with thank-you letters to agency heads and coordinators.

Agency Head: Appoints an agency coordinator and approves time and activities spent on the toy drive.

Agency Coordinator: Plans and carries out activities within their agency, collects toys, purchases toys with cash donations, delivers toys to the Capitol by the deadline (Dec. 11, 2019), delivers checks made out to the Toys for Tots to statewide coordinator, reports success/failure to statewide coordinator.

**Funds:** There is no general fund money designated to the State Employee Toy Drive. There is no financial account designated to the State Employee Toy Drive. The toy drive is not a recognized charity in itself.

The toy drive works as a fundraiser/toy depository for the Marine Corps Toys for Tots. No funds raised from the toy drive may be diverted to any other charitable drive. No funds or toys may be given to, or taken by, any individual. Funds and toys must be

donated to the Marine Corps Toys for Tots unless there is not a Toys for Tots presence in the community. In this case, the agency may select another charity for its donations.

Funds raised by any toy drive event must be used for toys if possible. Any funds not used for toys must be delivered to the Marine Corps Toys for Tots at the time the toys are delivered. This is done by leaving it with the visitor's kiosk in the Capitol, in a sealed envelope with a letter inside indicating the dollar amount of cash/checks included, agency name and the coordinator's name and contact information.

No checks can be made out to the toy drive or an agency. If someone wants to write a check, it must be made out to the Toys for Tots or they must donate cash. All cash must be accounted for by the agency coordinators.

Coordinators are strongly advised not to accept checks made out to them personally. If a coordinator does elect this process, that individual could be subject to allegations of misuse of funds. **Understand your personal liability in this situation and decide accordingly!!!**

If a coordinator has fronted the money for an event, there must be a receipt for reimbursement. It is in everyone's best interest if the coordinator is able to collect donations for an event rather than seeking reimbursement.

Activities must be legal and approved by the agency head. If business donations are allowed by the agency head, a written letter of solicitation/donation must be given to the business.

Toys for Tots' non-profit tax identification number is 20-3021444. Donations are tax-deductible.