

UTAH TRANSIT AUTHORITY POLICY

UTA.05.15

UNIFIED CAMPAIGNS

1) Purpose

As stated in the Utah Transit Authority (UTA) Employee Handbook, UTA generally limits solicitation and distribution on its premises because those activities can interfere with normal business operations, reduce employee efficiency, pose a threat to security, and annoy employees and customers. This policy establishes the processes for permitted solicitations and charitable contributions on UTA property.

2) Definitions

“*Qualified Federation*” or “*Qualified Federations*” means a Utah-based, tax-exempt organization under Federal Code with regularly open offices in the Wasatch Front area, with no less than 10 members and which otherwise fulfills the requirements for application as a Qualified Federation under this policy.

“*Solicitor*” means a UTA employee who volunteers to assist one or more Qualified Federations in the solicitation of contributions from UTA employees during the Unified Campaign or who volunteers to organize and support any Employee-Driven Participation Campaign.

“*Unified Campaign*” means a single, annual solicitation of UTA employees for charitable contributions to local Qualified Federations through employee authorized payroll deductions or immediate payments.

3) Policy

All charitable solicitation of UTA employees must comply with the following:

A. Unified Campaign

1. Applications

Written applications from charitable organizations interested in participating in UTA’s Unified Campaign must be received by May 31 of each year. If May 31 of any year falls on a Saturday, Sunday, or applicable state or federal holiday, then application shall be due on the next business day thereafter. In the written application, each applicant shall affirm the following:

- a. The applicant is a tax-exempt entity under Federal Code and meets the definition of Qualified Federation within this policy. The applicant shall submit a copy of its IRS 990 report with its written application.
- b. At least 80% of the total dollar value of UTA employee contributions to the applicant will directly support charitable services in the Wasatch Front area.
- c. The applicant is not involved in any of the following: the support of institutions of post-secondary education; activities aimed to promote the adoption of one or more religious, political, or ideological viewpoints; and/or discrimination against any person or group based on race, color, religion, national origin, disability, age, pregnancy, sexual orientation, gender identity, status as a parent, or genetic information.

- d. For the last four years, the applicant has had administrative and fund-raising costs which combined do not exceed 20% of the funds raised.
 - e. The applicant understands its participation shall not include direct solicitation of UTA employees.
 - f. Each applicant shall also provide the following information, in writing, for public inspection: percentage of contributions which have been used for administrative/fundraising costs for the last four years; the auditing and accounting policies and procedures for its operations, along with a report from a nationally recognized accounting firm stating that such policies and procedures comply with Generally Accepted Accounting Principles (GAAP) and the standard of the industry; a copy of the independent certified audit of the most recent fiscal year's financial revenue; and expense statements indicating that such documents fairly present the financial information regarding the entity.
2. Procedures and Timetable for Implementing Unified Campaign
- a. By June 21 of each year, the People Office will review all applications received. Applications not received by May 31, or which otherwise fail to provide all the information requested, shall not be considered. The People Office may request additional information to verify the representations made in the application.
 - b. Qualified Federations chosen shall be notified by July 15 by the People Office.
 - c. Training classes and tours of the various Qualified Federation facilities may be conducted.
 - d. Solicitors who will aid in the disbursement of materials and pledge cards to all UTA employees will be recruited.
 - e. Contributions will normally begin being deducted from employees' paychecks on the first payday of the new year.
 - f. UTA's Payroll division will disburse contributions to the Qualified Federations.
- 4) Review
This policy must be reviewed annually as required by Utah Code.
- 5) Cross-References
- UTA Employee Handbook
 - 26 U.S.C. 501(c)(3) Exemption from Tax on Corporations, Certain Trusts, Etc.
 - Utah Code 76-9 Gambling
 - Utah Code § 17B-1-802 Review of Personnel Policies

This UTA policy was reviewed by UTA's Chief People Officer on 05/29/2026, and approved by the Executive Director on _____. This policy takes effect on the latter date.

Jay Fox
Executive Director

Approved as to form and content:

DocuSigned by:
Mike Bell
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Counsel for the Authority

History

Date	Action	Owner
03/05/2005	Adopted - Corporate Policy 1.1.1	
02/27/2018	Reviewed and revised – Corporate Policy 1.1.1	
	Renumbered and Revised – UTA.05.15 Unified Campaigns	Chief People Officer
	Board Reviewed – UTA.05.15 Unified Campaigns	Chief People Officer