

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 117.04

EFFECTIVE DATE: 10 January 2025

SUBJECT: FUNDRAISING GUIDELINES

POLICY DIRECTIVE

PURPOSE:

To authorize inmate participation in fundraising projects to benefit certain charitable organizations; and provide guidelines governing these projects.

REFERENCE:

ACA Expected Practices 5-ACI-1B-07 and 5-ACI-1B-21.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All prisons and community corrections facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. Superintendents of Division of Corrections and Rehabilitation (DCR) prisons and community corrections facilities may approve and authorize in writing fund raising projects to benefit charitable organizations that include the ability for inmates to participate or contribute. The following guidelines will be followed.

- A. The Superintendent will ensure an appropriate facility staff member (not a contractual employee or volunteer) oversees and is ultimately responsible for the fundraising project.
 - B. The staff member responsible will ensure the charitable organization that will be receiving the funds is registered with the WV Secretary of State and maintain documentation of such. As there are some exceptions to the registration requirement, the Charities Division of the Secretary of State's office can be contacted for additional assistance regarding charitable organizations.
 - C. Funds donated by inmates will be deducted from the inmate's trustee account, and as such, all internal controls as required by Policy Directive 111.03 will be followed. Accurate records of funds raised, their source and all disbursements will be maintained by the facility's fiscal staff and made available for review as appropriate.
 - D. Fund raisers may be structured by inmates donating funds or goods produced by the inmate (e.g., arts and crafts project) or the purchase of goods or services by the inmate as approved by the Superintendent (e.g., fast food orders or participation in a sports tournament) with proceeds in excess of the costs of the goods or services going to the charity.
 - E. Staff responsible for the fundraising project will complete the notification portion of the Charitable Organization Fundraising Notice and Waiver (**Attachment #1**) and make available to the inmate population. Each inmate volunteering to participate will complete the donation portion and sign the waiver statement and provide to designated staff. Completed forms will be uploaded to the inmate's record in the Offender Information System (OIS) Document Management.
- II. Fundraising projects approved by the Commissioner or designee for agency participation will follow the same guidelines, with the Superintendent of each participating facility ensuring an appropriate staff member oversees the fundraising efforts within that facility.

ATTACHMENT(S):

- #1 Charitable Organizations Fundraising Notice and Waiver

APPROVED SIGNATURE:



William K. Marshall III, Commissioner

01/10/2025

Date

WEST VIRGINIA DIVISION OF CORRECTIONS & REHABILITATION

Charitable Organization Fundraising Notice and Waiver

The _____ is conducting a fundraising project for the
name of facility
_____. Donations are voluntary and may be made in
name of charitable organization
the accordance with the following no later than _____.
donations accepted until date

Donation of items. The following items may be donated to help raise funds in the following manner: _____
types of items to be donated and how the item(s) will be used to raise funds (e.g., wooden crafts sold at craft show, etc.)

I agree to donate: _____

Donation from my trustee account. I agree to donate the following amount and will complete the required voucher: _____.

Purchasing approved goods or services with proceeds in excess of the costs of the goods or services to be donated to the charity.

Details of what is being sold (fast food orders, participation in sports tournament, etc.), who is eligible to purchase, how to order, when it will be conducted/delivered and any other pertinent information.

I, _____, OID# _____,
understand this fundraiser has been approved by the Superintendent and my participation is voluntary with no threats, coercion or promises of any type for my participation have been made. I further understand that any financial obligations that I may have, including but not limited to, court ordered obligations, outstanding jail processing fees or other reimbursements to the DCR, mandatory savings, or inmate rent shall be deducted from my trustee account before any donation that I have requested.

Inmate's Printed Name and Signature

Date Signed