

RazorGifts Staff Holiday Gifting Program

Policies and Procedures

The RazorGifts Staff Holiday Gifting program was created to assist 100% appointed staff of the University of Arkansas, Fayetteville campus and their dependent children with their needs during the holidays. Priority is given to children under the age of 18 who meet eligibility requirements. The University of Arkansas is not a participant in the program, and University of Arkansas resources are not used as a general rule. Legal counsel of the University of Arkansas agreed in 2014 at the inception of the program to allow the use of electronic media to distribute information to the campus community. Procedural guidelines for administering this program are provided in this document.

The staff senator(s) selected by the chair of the Special Events committee will be the RazorGifts Staff Holiday Gifting Program chair(s). This may be reconsidered should the RazorGifts Staff Holiday Gifting Program demonstrate a need to become a stand-alone entity.

Preparation to open the program for the application and gifting process should begin each year no later than August 1st to allow time for the adoption of program deadlines and to complete and verify all necessary actions have been taken before the program goes live. Current recommended actions for timeline creation are below. As the program grows and evolves, these actions and/or dates may need to be updated to ensure efficient operation of the program.

- 1) Committee chair(s) and members determine dates for each segment of the program, and evaluate the current choice of registry.** This should be completed by August 7th.
 - A.** Application acceptance period will open at the beginning of the Staff Appreciation Week each October.
 - B.** Application acceptance period should close at 4:30 pm on the first Friday in November.
 - C.** The committee chair(s) will coordinate with University of Arkansas Human Resources office for verification of employment as needed.
 - D.** After verification of employment, chair(s) will meet to redact applications, and can request additional information to determine eligibility at this time. Applications must be redacted before the committee at large views applications.
 - E.** After redaction is complete, the committee chair(s) will convene a meeting with the committee members to discuss applicant approvals and populate the online registry, once applicants are approved. Committee chair(s) will notify all applicants of the status of their applications following this meeting.

- F. Families may receive up to \$250.00 in gifts with no single gift exceeding \$50.00 in value. Committee members will each be responsible for a single family, which will include selecting and uploading gifts to the online registry. This committee member will also be responsible for tracking costs to determine that these limits are not exceeded. **No cash or gift cards may be given to recipients.** Each family will be labeled with a number, starting at 1, and each member within that family will be given an alphabetical label as well. For example, family 1 with member 1A, 1B, etc.
- G. The online registry should open for shopping on a selected date between November 8-13th.
- H. The online registry should be closed to shoppers on a selected date between December 2nd and December 6th. All gifts must be delivered to the committee chair(s) within three days following the closing of the registry to shoppers.
- I. Shopping by committee members and additional staff senators (as needed) for gifts not fulfilled on the online registry begins on the date selected for the closure of the online registry and continues until all items have been purchased or until distribution of gifts to recipients begins.
- J. Dates for distribution of gifts are over a selected 5 day period between December 14th and December 23rd. Gifts not picked up during that time frame will reside with the chair(s) and the chair(s) will contact the recipients to set up alternative delivery times.

2. Committee chair(s) must obtain a secure location for the storage of all gifts received during the period of time that the program is in process. Ideally this location should be near the address used on the online registry and the program documents for delivery of purchased gifts and/or cash donations. This location should be assigned by September 15th.

3. Program documents and applications should be updated with the new timeline created by the chair and committee members. These documents should be ready for distribution by October 1st. Having the documents uploaded to the Staff Senate website in advance of the kick-off of the annual Staff Appreciation Week is optimal. The committee chair should work with the Communications committee chair to maximize the dissemination of RazorGifts documentation. University of Arkansas electronic media has been approved for this use.

4. Cash and/or check donations must be sent to the committee chair(s). All funds received must be deposited into the cost center set up through the University of Arkansas Financial Affairs office (ccn 1102-93175-00-0000/Acct # 90460024) as received. See attachment I for a sample of deposit slip for the Treasurer's Office. Donations are NOT tax-deductible and a receipt stating such MUST be given for each donation received.

See attachment II for a copy of application.

5. Gift cards for committee members will only be requested once the registry is closed.

A. Once the online registry is closed, the committee chair(s) will request that the treasurer of the Staff Senate create a PO for an amount determined by the committee chair(s) which will generate a check to First Security Bank for the purchase of VISA gift cards in that amount. Cards will be logged with their starting balance, and must be checked out from the chair(s) each time they need to be used.

B. These gift cards will be used by committee members and other designated staff senators to purchase the remaining gifts needed for recipients and all items needed for distribution of gifts. All cards will be returned to the committee chair(s) when shopping has been completed by the designated senator. Cards will be kept in a lockbox. Receipts will be required for each purchase and must be turned into the chair(s).

6. All gifts will be sorted and prepared for distribution by the committee members and other members of Staff Senate.

A. Once all orders are sorted and ready for distribution, the committee chair(s) will set up a distribution calendar with committee members and staff senators.

B. The committee chair(s) will contact recipients to set up appointments for the pickup of their items. Recipients must provide a photo ID to sign for and receive their items.

7. Chair(s) will compile a report for the Treasurer of the Staff Senate.

A. The chair(s) will compile a financial report to be turned into the Treasurer of the Staff Senate by January 15th.

B. The treasurer will scan all receipts and upload the receipts and report into SharePoint as a permanent record.