



# BOARD OF COMMISSIONERS

1 S. Main St., 9<sup>th</sup> Floor  
Mount Clemens, Michigan 48043  
586.469.5125 ~ Fax: 586.469.5993  
www.macombBOC.com

October 2, 2018

## Call for Nominations: Macomb County Casual Day Program

The Board of Commissioners is pleased to announce the continuation of the Macomb County Casual Day Charitable Collections Program. Participating employees (with department leader permission) may wear casual clothing to work on Fridays (or other designated day), if they donate at least a dollar. Participating departments will be monitored, and donations should be sent in a timely fashion. Collected donations are sent by the Board Office to the assigned charities.

Employees, or anyone, who would like to submit the name of a charity to be considered as a recipient for Casual Day collections next year should turn in written requests to the Board Office no later than Friday, December 7, 2018. **All requests should be written on letterhead from a designated official of the charity and must be accompanied by a current 501(c)(3) certificate and solicitation license from the State Attorney General's Office.**

The Casual Day program was first adopted by resolution of the Board of Commissioners in 1994 and it has continued to grow thanks to Macomb County employees' commitment to helping others. Since the program's inception, almost \$700,000 has been donated by our generous employees to various charities.

Please review the attached eligibility criteria and program details to make sure requests are in compliance with Board policy.

If you have questions, or need more information about this program, please contact Laura Murphy at (586) 466-4524.

Thank you.

## MACOMB COUNTY BOARD OF COMMISSIONERS

Bob Smith – Board Chair  
District 12

James Carabelli – Vice Chair  
District 6

Elizabeth Lucido – Sergeant-At-Arms  
District 9

Andrey Duzyj – District 1

Marvin Sauger – District 2

Veronica Klinefelt – District 3

Joe Romano – District 4

Robert Mijac - District 5

Don Brown – District 7

Phil Kraft – District 8

Robert Leonetti – District 10

Kathy Tocco – District 11

Leon Drolet – District 13

## **ELIGIBILITY CRITERIA**

### **MACOMB COUNTY EMPLOYEE CASUAL DAY PROGRAM**

#### **Eligibility Criteria**

1. Charities requesting consideration for casual day funds must be a registered non-profit 501(c)(3).
2. Macomb County government internal programs shall be exempt from the 501(c)(3) requirement.
3. Charities do not need to be located in Macomb County, but must serve Macomb County residents.

#### **Program Guidelines**

1. Macomb County government internal programs will receive priority over “outside requests” for program participation. If more requests are received than there are spots available, a lottery will be held.
2. There shall be no limit on the number of times a charity/Macomb County internal program may apply to be a recipient of casual day funds. However, no charity/Macomb County internal program shall be chosen to receive casual day funds more than once in a calendar year.
3. A charity may request consideration for casual day funds by submitting a written request to the Board of Commissioners. The written request must also include a current 501(c)(3) certificate and solicitation license from the State Attorney General’s Office.
4. If more requests from charities are received than there are spots available, a lottery will be held.
5. Requests for “special casual days” (including for county employees) will no longer be considered nor approved.
6. Each month of the calendar year that contains four Fridays shall be assigned a charity/Macomb County internal program that will receive the funds collected on those Fridays.
7. A fifth Friday occurring in a given month shall be deemed a “Special Casual Day.” Charities/Macomb County internal programs selected to receive funds on a “Special Casual Day” will receive funds collected on that day only.
8. If a Friday is designated as a County holiday, the casual day shall be held the first scheduled work day preceding the holiday Friday.

Adopted 10/09/08

Full Board of Commissioners Meeting