

# **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