

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## POLICY 3.02.14 SOLICITATION

- A. Solicitation as used in this policy means collecting funds or signatures, conducting membership drives, distributing literature or gifts, selling merchandise or services, or engaging in any other solicitation, distribution, or similar activity on Board property is prohibited without prior authorization of the Superintendent.
- B. An employee wishing to solicit money or other goods for gifts or expressions of sympathy for a specific service recipient or fellow employee must first obtain permission from his/her supervisor. The supervisor can permit this type of solicitation for limited time periods, provided notification is given to the Superintendent.
- C. An employee, or group affiliated with a Board program, wanting to hold a fundraiser that befits a Board program, project or group, must first obtain permission from a program director. The program director can permit this type of solicitation for limited periods of time, provided the activity is aligned with the Mission and/or Values of the agency and prior notification is given to the other program directors and the Superintendent.
- D. The following restrictions apply to approved solicitation any kind:
  - a. Soliciting during the working time is prohibited, unless it is for a fundraiser or awareness activity that benefits the agency or a group of individuals receiving services through the agency. The term “working time” does not include an employee’s authorized meal or break periods or other times when the employee is not required to be working. The employees required or approved to work at an event of this nature will be compensated for their work. Other employees in attendance will not be compensated.
  - b. Solicitation that causes a safety hazard, damage to or litter on Board property is prohibited.
  - c. The Board maintains various communications systems to transmit information to employees and to disseminate or post notices required by policy, rule or law. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any Board property, without prior approval, is prohibited.
- E. Solicitation, or other activity, on work time or on Board property in aid of a levy campaign is prohibited.
- F. Violations of this policy will be addressed on a case-by-case basis. Disciplinary measures will be determined by the severity of the violation, not the content of the solicitation or literature involved.