

**I. PURPOSE**

To define the City's position relative to solicitation.

**II. DEFINITION**

Solicitation

Solicitation includes any verbal or written communication made by any employee or group of employees to another employee or group of employees which encourages, advocates, demands or requests a contribution of money, time, effort or personal involvement or membership in any fund (charitable or otherwise), collection, athletic team, social, fraternal, religious, civic or labor organization of any kind or type whatsoever, or the purchase of any merchandise, raffle or lottery ticket, etc.

**III. POLICY**

Disruptions in the work place can be caused by excessive unauthorized sale of tickets, solicitation of contributions, or the distribution of handbills. Such activities should only be allowed with the prior approval of the Department Head.

In some instances, the collection of money for presents, flowers, parties, donations, or for cases of particular hardship can be considered appropriate. In these exceptional cases, such collections may be permitted with the approval of the Department Head. All such approved solicitation should normally be made during regularly scheduled rest and lunch periods.