

FLORIDA UNITED METHODIST CENTER SOLICITATION POLICY

DISTRIBUTION: All Staff

ORIGINATING DEPARTMENT: Human Resources

SUBJECT: SOLICITATION, DISTRIBUTION AND POSTING

EFFECTIVE DATE: July 1, 2007

APPROVED BY: Mickey Wilson, Conference Treasurer

1. POLICY:

The Florida Conference is instituting a new policy regarding the solicitation, distribution and posting of materials at The Conference Center or other property of the Florida Conference.

Employees may not directly solicit other employees for assistance in fundraising or support for special events or other charitable projects. Solicitation for fundraising or other charitable works or special events may only be promoted to employees by posting approved materials on the bulletin board in the employee break room.

2. PROVISIONS:

All promotional materials must be submitted in advance to Human Resources for approval prior to posting information on the bulletin board.

The Conference e-mail system may not be used to announce, promote or solicit for a particular charitable enterprise or special event unless approved in advance by the Conference Treasurer, except in connection with a Conference-Sponsored event.

Non-employees may not solicit employees or distribute literature of any kind on our premises at any time, except in connection with a Conference-Sponsored event.

Employees may not distribute promotional materials for charitable causes or post notices for special events in any work area at any time, except in connection with a Conference-Sponsored event.

The posting of materials or electronic announcements are permitted with approval from Human Resources.

Violation of this policy should be reported to Human Resources