== 660 **Solicitation in Departmental Offices**

In person, phone or mail, solicitation of employees on State premises by "for profit" groups is not permitted. "For profit" groups may use office bulletin boards for advertisement of their services if the advertisements are in good taste and are approved by the head of the office or Bureau Chief.

Solicitation of employees on State premises by "not-for-profit" groups is permitted with proper approvals. "Not-for-profit" groups include authorized charities as well as individuals doing fund-raising for charitable events. Charitable events include fund-raising for flood or fire victims, persons stricken with sudden major illness, or other charitable activity.

The fund-raising activity cannot include activities such as raffles, 50/50 drawings, or "pools." These activities are considered a form of gambling. Gambling is not permitted on State premises.

Proper approvals include the written approval of:

- the Division of Personnel and Administrative Services; and
- the Director (or designee).

To obtain approval, a "not-for-profit" group or individual must:

- complete HFS 3684, Solicitation Request, or
- submit a written request that includes the following:
  - name and address of organization;
  - reason for solicitation;
  - name of person who will solicit;
  - dates of solicitation; and
  - if the activity will require the use of building areas.

The request is submitted to the head of the office or Bureau Chief. If the not-for-profit group does not use HFS 3684 to make the request, attach HFS 3684 to the front of the request. The head of the office/Bureau Chief:

- reviews the request;

- recommends "approval" or "denial" of the request;
- writes any comments in the "remarks" section; and
- forwards the request to the Bureau of Administrative Services

The Bureau of Administrative Services**:**

- reviews the request;
- "approves" or "denies" the request; and
- forwards the request to the Division of Personnel and Administrative Services.

The Division of Personnel and Administrative Services:

- reviews the request;
- "approves" or "denies" the request; and
- forwards the request to the Director (or designee).

The Director (or designee):

- reviews the request;
- "approves" or "denies" the request; and
- returns the request to the Division of Personnel and Administrative Services.

The Division of Personnel and Administrative Services:

- notifies the requester in writing of the final decision; and
- if the request is approved, notifies the Bureau of Administrative Services if the use of building areas is required.

Allow two to three weeks for the processing of the request.

Fliers, posters, advertisements, or other material may only be displayed at approved locations in the office, such as bulletin boards and break rooms. Materials may not be displayed in elevators, on walls, or doors. At no time may a "not-for-profit" group/person use departmental equipment, work time, or property. Charitable solicitations are not to disrupt normal business activity.