



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 27**

SOLICITATION

These Administrative Instructions set forth policy pertaining to solicitation and distribution activities conducted on City property.

INSTRUCTIONS

Solicitation and distribution activities by non-employees shall be permissible in accordance with the following guidelines:

Charitable Organizations

1. Solicitation by charitable organizations will be permitted with prior approval by the Municipal Administrator or his/her designee. Furthermore, such solicitation will be permitted based on whether or not the charitable organization(s) are true health and welfare charities. The City of Bowling Green will not permit the solicitation of City employees by organizations whose main purposes are to attempt to influence elections and/or to influence public policy.
2. There will be no redundancy in solicitation activities. The City will not allow solicitation by a charitable organization, if funds have already been solicited for the charity by an "umbrella" charity.
3. The City will permit employees to schedule breaks in order to participate in approved events, such as City sponsored blood drives, United Way fundraising meetings, etc. Prior approval to hold such events must be granted by the Municipal Administrator or his/her designee.

Solicitation by For-Profit Entities

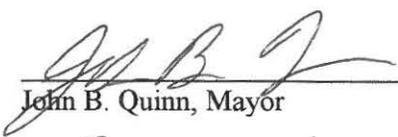
1. Solicitation by "for profit" entities must be approved by the Municipal Administrator or his/her designee. Such approval shall only be granted if the solicitation for a product or service directly benefits a City employee; that the employee could not obtain such product, service or rate in any other fashion; that there is no obligation by the City of Bowling Green to aid in collecting payments for the "for profit" entity. This means that the City will not make payroll deduction available for such items.
2. There will be no redundancy in such solicitation activities. The City will not permit redundant solicitations of the same type of services or products by different vendors.

3. Upon authorization by the Municipal Administrator or his/her designee, solicitors shall notify the appropriate division or department head and the Personnel Director of their intentions of soliciting and/or distributing materials before engaging in such activities.
4. Soliciting and/or distributing activities shall be conducted in employee break rooms, or other areas designated by the appropriate department or division head, during non-work periods.
5. Solicitors shall be permitted to submit notices for posting to the department/ division head. Notices must be a reasonable size so as not to obstruct any other notices. Department or Division heads shall place such notices on bulletin boards that have been provided for the dissemination of information to employees.

Solicitation by City Employees

Solicitation and distribution activities by City employees shall be permissible in accordance with the following guidelines:

1. An employee may solicit other employees in both the non-work and work areas only if all employees involved are on non-working time.
2. An employee may distribute literature in a non-work area on non-work time only if all employees involved are on non-working time.
3. The solicitation of employees by other employees for money for gifts, flowers, and/or parties for other employees may be done on work time via the passing of envelopes throughout a City facility; however, prior approval must be obtained from the Municipal Administrator or his/her designee prior to the start of the solicitation. Additionally in order to ensure consistency throughout the employee ranks, such solicitation for funds will normally only be approved for the following: employee retirement parties; flowers or donation to a charity following the death in an employee’s immediate family (parent, spouse, or child); flowers/gift/shower for the birth or adoption of an employee’s child; or flowers/gift/shower for employee weddings.



John B. Quinn, Mayor

2-12-04

Date