

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Series: C05 - Solicitations

5.01 Scope. This policy applies to all employees as well as external visitors, and community organizations that may be on Board of Education property during working hours.

5.02 Definitions

- **Solicitation** is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to an educational purpose. These include but are not limited to:
 - Seeking funds or donations for a for-profit organization or business
 - Asking for signatures for a petition
 - Selling merchandise or services
 - Requesting support for a political candidate
 - Engaging in religious proselytism

- **Distribution** refers to disseminating literature or material for commercial or political purposes.

5.03 Policy

Solicitation and distribution, as defined in this policy, are strictly prohibited on Board premises, unless previously authorized by administration or the Superintendent.

The following is prohibited offensive solicitation or solicitation for personal profit:

- Selling goods for personal profit.
- Requesting support or funding for political campaigns.
- Unauthorized posting of non-work/student/student organization related material on County bulletin boards.
- Solicitation or distribution of non-school related literature.
- Proselytizing others to groups or initiatives that violate non-discrimination and equal opportunity policies.

Employees have the legal right to refuse assistance or participation to any kind of activities or organizations. Employees should not be forced or harassed to support fundraising events, collections, purchasing of merchandise or other activities.

The following types of solicitation are not prohibited, unless otherwise prohibited by this policy:

- Ask colleagues to help organize events for another employee
- Seek support for a cause, charity or fundraising event sponsored, funded, organized or authorized by the Board or school.
- Invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering.)
- Ask colleagues to participate in employment-related activities or groups protected by law.

This rule shall not be construed as restricting or prohibiting any legitimate school activity or as restricting or hampering elections or other similar activities of any organization of school employees.

This rule shall also not prohibit sponsorships of school related organizations, as long as the sponsorship opportunity is shared in the community and does not particularly endorse one entity over another entity. The school or Board may refuse to accept sponsorships if the values or the organization are not appropriate for an educational institution, in the discretion of the Superintendent, or if the sponsorship is conditioned in a manner that would violate this policy.

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