

Solicitation and Donations Policy

- Approved 5/18/17

Policy brief & purpose:

The MACS Board of Trustees solicitation policy outlines our restrictions for distributing materials and soliciting funds, donations and signatures in activities or groups.

Scope:

This policy applies to all employees as well as external visitors, volunteers, community partners, employees and/or anyone that may be on school premises.

Policy elements:

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our school or its mission and vision.

Examples of the aforementioned include but are not limited to:

1. Seeking funds or donations for any organization other than MACS
2. Asking for signatures for a petition
3. Selling merchandise or services
4. Requesting support for a political candidate
5. Engaging in religious proselytism

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

Non-Employee:

Any and all donations of solicitation that DOES SUPPORT the school's mission and vision, must be approved by the School Director. This includes, but is not limited to, outside fundraising activities and/or donation of goods and services. All of these forms of solicitation and distribution are strictly prohibited for non-employees on School premises, unless previously authorized by the School Director.

Employee:

Employees may engage in solicitation and distribution under conditions. They may solicit:

1. Participation (active or monetary) in organizing events for another employee or the school. Those events include adoption/birth of a child, promotion, retiring, death, mourning and more.
2. Support for a cause, charity or fundraising event sponsored, funded, organized or authorized by the School Director.
3. Joining a group of employees for an authorized non-school purpose (recreation, volunteering etc.) Participation in employment related activities.

Employees may perform these actions during working hours or on school premises as long as they do not cause problems with our everyday operations or interrupt the learning process. For example, an employee is allowed to send an email to their colleagues to solicit assistance for a cause.

The Board will not accept soliciting and distributing that hinders productivity or is disruptive, offensive or obscene. For example, we prohibit the following:

1. Selling goods for personal profit
2. Requesting support or funding for political campaigns
3. Unauthorized posting of non-work related material on company bulletin boards or in teachers' lounge

4. Solicitation or distribution of non-school literature towards MACS stakeholders.
5. Proselytizing others to groups or initiatives that violate nondiscrimination and equal opportunity policies.

NO donation of goods (i.e; furniture, technology) may be accepted by an employee on behalf of the school. Only the school Director is authorized to do so. The only exception to this rule would be accepting goods or materials for the employee's personal classroom, ie; paper towels, pencils, etc. Any teacher who receives a donation for classroom use must inform the Director of the donation and amount (quantity and monetary).

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 by anyone inside or outside of the organization.

This policy applies in the same manner to all individuals or groups. Our school must not allow one group or person to engage in solicitation, while excluding others. Employees may refer any questions or concerns to the School Director.

Disciplinary Consequences:

Employees:

We may take disciplinary action ranging from reprimand to termination against employees who don't conform to this policy. Issues that may trigger disciplinary action include but are not limited to:

1. Soliciting in our workplace during working hours for illegitimate reasons.
2. Making colleagues uncomfortable by being overly persistent
3. Distributing material that contain hate or other offensive speech
4. Embezzling or mishandling donations by other employees for events or causes

Non-Employee:

1. Mandatory meeting with Director to review the Board policy.
2. Continued violation of this policy will be considered harassment and shall be prosecuted to the full extent allowable by law.