**EDWIN FAIR COMMUNTIY MENTAL HEALTH CENTER, INC.**

**FUNDRAISING AND SOLICITATION OF MONETARY SUPPORT WITHIN THE AGENCY**

**POLICY:**

Fundraising and solicitation of monetary support by employees during the work day is allowed at EFC when it does not interfere with the flow of work or involve consumers.

**PROCEDURES:**

Fundraising and solicitation must be of a limited time frame.

Fundraising and solicitation can only be for community groups such as schools, clubs, churches or a special emphasis within the community.

The beneficiary of the fundraising and solicitation must be clearly identified.

Fundraising and solicitation cannot be for the benefit of a single individual or family unless it is to address a “special” hardship experienced and known widely to the community.

EFC is not responsible for tracking, securing or distributing any funds raised on the premises.