

Solicitations by organizations or individuals outside of the agency during work hours without prior approval from Human Resources will be considered unauthorized and a disruption to the workplace.

Employees soliciting for funds/ items other than those authorized as agency projects must utilize designated commons/break area or bulletin boards. KDADS' electronic email system shall not be used for this purpose. Please contact Human Resources with any questions.

Agency fundraising projects shall be approved in advance by the Appointing Authority and Human Resources.

*Reference: KSA 75-2949f*