


Florida Fish and Wildlife Conservation Commission  
**Internal Management Policies and Procedures (IMPP)**

	TITLE	IMPP
	<b>Florida State Employees Charity Campaign and other Fund-Raising/Solicitation Activities</b>	<b>6.32</b>
		EFFECTIVE DATE
		07/12/2016
	APPLICABILITY	RESCINDS/AMENDS
	ALL MEMBERS	06/03/2010

**REFERENCES:** CHAPTER 110.181, FLORIDA STATUTES; CHAPTER 60H-6.022 AND 60H-6.007, FLORIDA ADMINISTRATIVE CODE

**AUTHORITY:** EXECUTIVE DIRECTOR

**POLICY**

Employees may request donations of tangible items for charities and non-profits outside of the FSECC (e.g. blanket and food drives, book donations for schools, etc.) in accordance with a solicitation plan approved by the employee's office or division director in accordance with IMPP 6.32.2.

Employees may engage in solicitation or fund-raising activities for the Fish and Wildlife Foundation of Florida (Foundation) or Agency Partner in accordance with IMPP 6.32.3.

Employees may engage in fund-raising, solicitation for donations or selling of products for the Florida State Employees Charitable Campaign (FSECC) in accordance with IMPP 6.32.4.

Employees may request monetary donations and/or tangible items for in-need fellow FWC employees in accordance with IMPP 6.32.5.

**Limitations:**

Except as provided in the next paragraph, no employee during work hours and/or on agency property shall solicit monetary donations or sell any product for a charitable organization or non-profit agency except as part of the FSECC in accordance with IMPP 6.32.2. This includes the selling of items for non-profit organizations. This does not apply to the solicitation of tangible items if done in accordance with IMPP 6.32.2.

An employee may conduct or participate in fundraising or solicitation activities which involve requests for funds, property, door prizes or goods or services for the Commission, Foundation or Agency Partner during work hours and/or on agency property but only after obtaining approval of the Assistant Executive Director or Chief of Staff of a fund-raising/solicitation plan in accordance with IMPP 6.32.3

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### 6.32.1 DEFINITIONS

- A. **Fund-Raising/Solicitation** - Activities which involve the direct or indirect participation of Commission staff in soliciting or requesting funds, goods, services, property, door prizes or similar items.
- B. **Agency Partner** – An organization or other entity approved by an agency director to work with the agency on a specific project or initiative

### 6.32.2 SOLICITATION PLAN FOR TANGIBLE ITEMS

- A. Employees who wish to engage in the solicitation of tangible items for charities and non-profits outside of the FSECC during work time and/or while representing themselves as a Commission employee must submit a written plan for approval. The plan shall, at the minimum, contain the following information:
  - 1. The names or classes of employees who will be involved in soliciting; the purpose of the fund-raising activities; the type of goods or services that will be solicited; the starting and ending date of the initiative; and the geographic/office locations where the activity will take place.
  - 2. Whether uniforms will be worn and whether Commission vehicles or equipment will be used.
  - 3. Whether employee time involved in the activities is to be considered work time. Compliance with Wage and Hour laws must be ensured for included employees participating in fund-raising activities.
  - 4. Whether the agency's email system is to be used. If so, the plan must indicate to whom the email will be sent (e.g. all users, employees of a specific region, employees of a specific office/division, etc.) Only one solicitation email per plan may be sent out unless approval is received from the Assistant Executive Director or Chief of Staff to send additional emails. A copy of the proposed email must be attached to the plan.
- B. The plan should be prepared in memorandum format and forwarded through the Division or Office Director for approval.

### **6.32.3 FUND-RAISING/SOLICITATION PLAN FOR THE FOUNDATION OR AGENCY PARTNER**

- A.** Employees who wish to engage in solicitation or fund-raising activities for the Foundation or Agency Partner must comply with the requirements in IMPP 6.32.2 as well as the provisions of this section
- B.** Once the fund-raising/solicitation plan is approved by the Division or Office Director it must be forwarded to the Office of the General Counsel for review and approval.
- C.** After approval by the General Counsel, the plan shall be forwarded to the Assistant Executive Director or the Chief of Staff for review and approval.

### **6.32.4 FUND-RAISING/SOLICITATION PLAN FOR THE FLORIDA STATE EMPLOYEES CHARITABLE**

- A.** An FSECC Coordinator shall be chosen each year for Headquarters, Regional Offices, and the Institute. The coordinators are responsible for overseeing the FSECC campaign for their respective geographical area and ensuring campaign activities adhere to the provisions of this IMPP.
- B.** Every agency employee is eligible to be a part of the FSECC fund-raising campaign.
- C.** Solicitation activities may be recorded as work time on the People First timesheet. Employees must have supervisory approval before engaging in FSECC solicitation activities and must ensure each activity in which the employee will participate is approved in advance by the supervisor if it is to be recorded as work time.
- D.** Solicitations may be done while in uniform and Commission vehicles and equipment (e.g. phones, email, copying machines, etc.) may be used.
- E.** Employees may not accept cash donations; monetary donations must be by personal check, Cashier Check or Money Order.
- F.** Most types of goods and services may be solicited; however, pledged goods or services which may be considered objectionable or donations that can be construed as a conflict of interest (mainly from establishments FWC regulates or does business with) must be preapproved before the donation is requested. The FSECC Coordinator for each area is responsible for receiving approval from the Assistant Executive Director or Chief of Staff (Headquarters), Division Director (Institute) or appropriate Regional Director before the solicitation request is made. Coordinators should make every effort to identify potential donors at the beginning of the campaign and send one list to the designated approver.
- G.** FSECC Coordinators are required to maintain a list of donations received. Single item goods or services valued above \$100 must be listed individually and must include information on the person who won/took final ownership of the item.

### 6.32.5 DONATIONS FOR FWC EMPLOYEES IN NEED

- A. An [Employee Disaster Relief Fund](#) has been established to provide immediate cash assistance to FWC employees in need due to a natural disaster or a house fire. Donations are tax-deductible and may be made through payroll deduction from the employee's state warrant or directly to the fund through the Wildlife Foundation.
- B. Employees may solicit funds, goods, or services for a fellow employee who is in need by submitting a plan in accordance with 6.32.2 to their office/division director for approval. Generally, plans will be approved for unforeseen needs due to death of an immediate family member, serious medical problems of the employee or the employee's immediate family member where out-of-pocket expenses are excessive or major damage or destruction to an employee's home. Other reasons may warrant plan approval as determined by the director.

### 6.32.6 RECORDS OF PROPERTY RECEIVED

- A. Property received in the name of the Commission, will be accounted for as provided in IMPP 5.8.
- B. Property received through solicitation shall not be for the solicitor's personal use.

### 6.32.7 AGENCY BULLETIN BOARDS

Nothing in this policy is intended to prohibit the use of "community" type bulletin boards provided by the agency on which employees post various items or services for sell, notifications of upcoming community events, or otherwise provide information which may be of interest to their fellow employees.

### FORMS

FORM NUMBER	FORM TITLE
None	None
None	None

Approved: **Eric Sutton**  
Nick Wiley, Executive Director or Designee

Date: **July 12, 2016**

History: Est.: 09/01/2003; Revised: 06/03/2010