

## **12.18 Solicitation for Donations**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that all solicitations for volunteer hours, donated cash or goods other than those commonly accepted at the retail stores is approved by the Director of Communications.

### Procedure:

Proposals for solicitations must be presented to the Director of Communications in writing using a Donation Solicitation Form and include the following information:

- Name of employee submitting proposal
- Area/department
- Purpose of solicitation
- Intended donor/business
- Date

The Director of Communications will verify that Licking/Knox Goodwill Industries, Inc. has not already solicited the intended donor for other purposes and will either approve or deny the proposal based upon his/her findings. Donations must be reported to the Director of Communications as soon as received upon which time the Director of Communications will prepare an appropriate acknowledgement to be mailed to the donor.

When seeking donations, employees must respect any posted restrictions against soliciting and conduct themselves in a professional manner as a representative of Licking/Knox Goodwill Industries, Inc.