

Fundraising in State Offices

The State of Rhode Island encourages individual employee participation in assisting non-profit community and charitable organizations.

Due to the time consuming nature of fundraising activities, however, any individuals wishing to assist such organizations during the work day, on State leased or owned property, must receive **prior** written authorization from their division administrator **and** their Human Resources Administrator.

Fundraising solicitation would include activities such as distributing flyers, sending e-mails, or hanging posters.

Using State resources such as photocopy equipment, paper, computer equipment, or employee work time in individual solicitation efforts is strictly prohibited. Also, solicitation through e-mail without prior agency approval is also prohibited.

We want every employee to feel that they can always help those less fortunate and in need of assistance. The State simply asks that you consult with us and receive the proper prior approvals.

This does not preclude employee participation in State-sponsored general campaigns with designated employee leadership including SECA, March of Dimes, MDA, etc.

