

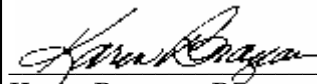


OREGON YOUTH AUTHORITY
Policy Statement



I-C-3.2 - Commercial Sales and Solicitations

Approved:



Karen Brazeau, Director

Effective:

June 9, 2003

Supersedes:

I-C-3.2 (8/97)

Interpretation:

Operations unit

REFERENCE

ORS 346.520 (Blind persons to operate vending facilities in public buildings or on public property)

ORS 346.530 (Notice to commission on vending facilities locations; statement of reason for refusal of commission offer)

OAR Chapter 125, Division 80 (Sales or Solicitation)

Department of Administrative Services, Facilities Division (DAS-FD)

125-6-322 (Sales and Solicitation in State Office Buildings and on State Grounds)

<http://www.facilities.das.state.or.us/1256322.pdf>

DEFINITION

“Vending facility” is any facility used for vending merchandise such as any display case, wall case, mobile cart food vendor, counter, shelving, and shelter; any manual or coin-operated vending machine or similar device for vending merchandise; and any snack bar or cafeteria for dispensing food or beverages.

POLICY

I. General standards

A. Sales and solicitations shall not be permitted on OYA premises without:

1. Determination that such activity is of significant benefit or relevance to staff in conducting their official business, or in the general public interest, and
2. If such activity is allowed, consideration is first given to non-profit organizations whose primary mission is for services for youth, charitable organizations or services for the public, and
3. First right of refusal for any vending facility has been given to the Commission for the Blind in accordance with statute, and

4. Prior written approval by the Superintendent/Camp Director or Parole/Probation Supervisor.
- B. The following categories have been determined to meet the criteria of this policy, and are pre-approved:
1. State-sponsored fundraisers such as the annual food drive.
 2. Notices posted to staff bulletin boards.
 3. School-related fundraisers and facility fundraisers.
 4. Private non-profit organizations working with youth, such as Scouts and 4-H.

II. Application process

- A. Applicants document compliance of proposed activity with this policy and prepare a written description of the activity. These written proposal will be submitted to the Superintendent/Camp Director or Parole/Probation Supervisor for review and approval.
- B. The Superintendent/Camp Director or Parole/Probation Supervisor will forward approved requests to the Field or Facilities Service Manager.
- C. The Field or Facilities Service Manager will determine whether the proposed activity should be permitted and inform the applicant in writing of the decision. A copy of the approval will be submitted to the Assistant Director, Business Services.