



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Commercial Sales and Solicitations

Section – Policy Number:

C: Property Management – 3.2

Supersedes:

I-C-3.2 (08/97)
I-C-3.2 (06/03)

Effective Date:

12/22/2008

Date of Last

Review:

06/28/2018

Related Standards and References:

- [ORS 346.520](#) (Persons who are blind to operate vending facilities in public buildings or on public property; charges prohibited; exception)
- [ORS 346.530](#) (Notice to commission on vending facilities locations; statement of reason for refusal of commission offer)
- [ORS Chapter 244](#) (Government Standards and Practices)
- [OAR Chapter 125](#), Division 80 (Sales or Solicitation)
- [Oregon Government Ethics Commission Advisory Opinions](#)
- Department of Administrative Services, Facilities Division (DAS-FD) Policy: [125-6-322](#) (Sales and Solicitation in State Office Buildings and on State Grounds)
- [OYA policy](#): 0-2.1 (Professional Standards)
 0-2.4 (Conflict of Interest)
[II-E-2.0](#) (Youth Fundraising Activities)

Related Procedures:

- None

Policy Owner:

Chief Financial Officer

Approved:


 Bobby S. Mink, Interim Director

I. PURPOSE:

This policy provides guidelines for OYA staff when making decisions regarding commercial sales activity or solicitations on agency premises.

II. POLICY DEFINITIONS:

Vending facility: 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.

Applicant: Any person, group or organization that requests a fundraising activity by submitting an application. The applicant may be an OYA staff member, member of a non-profit or charity group.

III. POLICY:

OYA follows state directives regarding any commercial sales activity or solicitations on agency premises. Staff will follow these general standards when making decisions concerning such activities.

Guidelines concerning staff engaging in private business is addressed in OYA policy 0-2.4 (Conflict of Interest).

As public employees and public officials, OYA staff must adhere to ethics and boundaries described in statute and by the agency. OYA policy 0-2.1 (Professional Standards) establishes professional standards for staff.

IV. GENERAL STANDARDS:

- A. Sales and solicitations are permitted on OYA premises in these circumstances:
 - 1. It has been determined such activity is of significant benefit or relevance to staff in conducting their official business, or in the general public interest, and
 - 2. Prior written approval has been given as described herein.
 - 3. If the activity is approved, first right of refusal for any vending facility has been given to the Commission for the Blind in accordance with statute; and
 - 4. Consideration is then given to non-profit organizations whose primary mission is for services for youth, charitable organizations or services for the public.

- B. The following have been determined to meet the criteria of this policy and are pre-approved. Related activities will be minimally disruptive to the work environment and will not take place at workstations.
 - 1. State-sponsored fundraisers such as the annual food drive;
 - 2. School-related fundraisers that do not have a distinct financial impact on staff; including public school related fundraisers;
 - 3. OYA facility fundraisers; and
 - 4. Private non-profit organizations working with youth, such as Scouts, and 4-H.

- C. Approval process
 - 1. Applicants must prepare a written proposal for the activity reflecting compliance with this policy.

2. The written proposal must be submitted to the appropriate management staff for approval, according to the activity location:
 - a) OYA facility: Superintendent/camp director
 - b) Field office: Field supervisor
 - c) Central Office: Applicant's direct supervisor/manager

If the applicant is not an OYA staff, approval must be from the Assistant Director, Business Services.

3. The management staff will forward approved requests to the appropriate assistant director.
4. The assistant director will determine whether the proposed activity will be permitted and will provide a written decision to the applicant.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO