



## New Hanover County Health Department Policies and Procedures



Subject:	Committees, Special Activities, and Fund Raising
Date of Origin:	01/11/2000
Policy Number:	GS-ADM-007

### PURPOSE AND SCOPE:

The purpose of this policy is to provide guidelines for participation on committees, special activities, and fundraising for all New Hanover County Health Department (NHCHD) staff. The scope of this policy applies to all members of the NHCHD workforce.

### POLICY/PROCEDURE:

It is the policy of the NHCHD to promote staff participation on committees and activities, which are consistent with the goals and objectives of the department. The health director must approve fundraising activities for charitable causes at the NHCHD.

Participation may be approved by the division manager or designee. Approval will be based on job responsibilities, time involvement, cost, and impact on health department services. Coverage of the employee's duties must be assured.

Examples of committees to which this policy applies includes but is not limited to the following: Holiday Celebration Committee, March of Dimes, United Way, etc.

The following guidelines have been developed for the fundraising activities at NHCHD:

- A committee may be formed to develop strategy for fundraising activities within the department. Interested employees shall obtain supervisory approval prior to volunteering to serve on the committee. The final committee appointment will be made by the management team.
- A chairperson for the committee shall be determined at or before the first meeting of the group. The chairperson is responsible for overseeing the activities of the committee and will serve as the liaison between the department and the fundraising organization or representative.
- The chairperson shall ensure all department employees are informed of events associated with the fundraiser.
- The fundraising activities may include a food event, such as the popular spaghetti dinner. To ensure we qualify for exemption from the requirements to obtain a permit for food service (see below), only one facility shall be used to prepare and serve food at one single event (i.e. a one-day spaghetti dinner). Every fundraiser involving food must be cleared through Environmental Health Services prior to the event.
- Staff involved in fundraising activities must use caution not to pressure co-workers to give to the cause, donate, or purchase items. Messages or reminders should be broadcast generally to all staff and one-on-one solicitation shall not be practiced.
- Individual fund raising activities shall be posted on the NHCHD intranet "Employee Announcements" upon Administration approval.

**OTHER INFORMATION:** N/A

### REFERENCES:

- <http://www.deh.enr.state.nc.us/ehs/rules.htm>

**"Healthy People, Healthy Environment, Healthy Community"**

**CHANGE HISTORY:**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
A	1-11-00	Original document
B	11-22-05	Changed Division Director to Division Manager
C	07/01/08	Combined Fund Raising (GS-ADM-019) with Committees and Special Activities (GS-ADM-007) and added guidelines for fundraising and regulatory standards to prepare and serve food for pay
Annual Review		07/2008