

4610-R Solicitation and Use of District Mail Services

I. Charitable Organizations

A charitable, non-profit local organization or national organization with local ties may be given permission by the building principal to solicit employees or advertise programs during off-duty periods if, in the judgment of the principal, the organization is primarily a service-oriented organization serving the citizens of Campbell County (example: Girl Scouts, Boy Scouts, 4-H, Lions, Rotary, Little League). Charitable organizations are not to use school time for the collection of funds.

Announcements may be made for any program sponsored by a recognized and reputable charitable organization as described above.

II. Use of District Mail Service and Building Mailboxes

Educational organizations may distribute material in or near mailboxes according to the guidelines listed in Regulation 4610-R.

Political candidates will not be allowed to use District mail for delivery of campaign material. However, political candidates will be allowed to leave campaign material in building administrative offices near the point where employees pick up their mail.

III. Exceptions

Annual solicitation for United Way of Campbell County may be conducted during work hours as long as such activities do not disrupt the operations of the building and departments involved.

Accredited institutions of higher learning will be permitted to solicit or distribute information necessary to provide programs for students and staff. Sales persons who represent companies offering materials needed for the operation of the District may receive permission from the Associate Superintendent for Instructional Support or a designee to present information to a limited number of appropriate personnel. Limited deliveries of non-resalable items may be accepted from authorized delivery agencies ~~such as UPS or the Postal Service~~ if such can be left in the main office or at the reception desk causing no disruption of the employee's duty.

Where questions regarding appropriateness or interpretation occur, the matter will be referred, in writing, to the Superintendent. ~~of Schools.~~

~~Distribution of material must comply with Policy No. 4610 SOLICITATION AND USE OF DISTRICT MAIL SERVICE.~~

~~Campbell County School~~ Educational organizations may distribute material in or near mailboxes using the following guidelines (The District does not propose, intend or imply by this procedure any hindrance of U.S. Postal Service deliveries or violation of any U.S. Postal Service regulations);

- Prior to any distribution of material as described above, the person distributing the material must give a copy of the material to the principal/supervisor in charge.
- Material to be distributed must include the name of the sponsoring organization.
- Material may be placed directly in the mailboxes.
- No secretarial or clerical staff time is to be used for distribution of said material.
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ADOPTION DATE: October 22, 1986; Revised July 11, 1994 (formerly 4136.1-R); Reviewed October 23, 2007; Reviewed September 8, 2015; **Minor Revisions January 9, 2024**

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4610, **7200-R Email Security**

ADMINISTRATIVE REGULATION: