

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel

**POLICY NO:** 03-035

**SUBJECT:** Selling/Soliciting/Distributing

**PAGE(S):** 1 of 1

**EFFECTIVE DATE:** January 1984

**Policy:**

No overt vending, selling or soliciting on Cottonwood, Inc. premises shall be allowed by employees or other persons except in the case of community or agency projects.

**Procedures:**

1. Any selling/distributing or soliciting which is to occur on agency premises for the purposes above must have prior approval from the Director of the department.
2. Any consumer wishing to purchase an item from a staff's fundraising community event must have prior approval from the responsible party (i.e. payee, guardian, etc.) and the service director. To avoid possible exploitation staff must not engage in any other financial transactions with consumers.