

 Policy #: P-1	Effective Date: 5/10/95	Page #: 1 of 1
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COMPONENT: PARENT INVOLVEMENT

SUBJECT: SOLICITATION OF DONATIONS

PERFORMANCE OBJECTIVE: Since solicitation of donations is done in the name of the Highland Rim Economic Corporation Head Start program, there must be a consistent, accurate, and professional approach in securing cash or merchandise locally.

OPERATING PROCEDURE: SOLICITATION OF DONATIONS

1. Parents or other volunteers are not automatically endorsed as program representatives to solicit donations from local and area residents or businesses.
2. Any solicitations for donations must be coordinated with the Marketing Manager. A letter of introduction will be provided by the Head Start Director for any program participants, volunteers or staff, who is authorized to solicit donations, along with an in-kind donation form to document the donation.