

## POLICIES AND PROCEDURES

<b>Department – Administration</b>	<b>Policy # Admin 02</b>	<b>Date Issued</b> 3/29/2011	<b>Date Reviewed</b> 2/11/16, 11/1/18	<b>Date Revised</b> 11/1/18
<b>Subject:</b> Solicitation	<b>Dept. Head:</b>			<b>Date:</b>
	<b>Approved:</b> <i>Annette J. Moore</i>			<b>Date:</b> 11/1/18

### POLICY:

It is the policy of Sherwood Oaks to minimize solicitations directed to residents from residents, employees and others for non-Sherwood Oaks purposes. This includes solicitation for political votes.

### PROCEDURE:

1. Direct resident-to-resident solicitation is strongly discouraged. Direct solicitation may take the form of phone calls, letters in mail slots, e-mails or in-person solicitation
2. Indirect solicitation, for a 501 (c.) (3)\* Charitable Organization is permitted on the resident bulletin boards. These solicitations must follow the bulletin board rules and be limited to the authorized area of the bulletin board.
3. Solicitations will not be permitted on Sherwood Oaks TV Channel.
4. Any solicitation for the benefit of and authorized by Sherwood Oaks, The Sherwood Fund or SORA is permitted.

\*To be tax-exempt under section 501(c.) (3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c.) (3), and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an action organization, i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.