ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject:Speaking EngagementsApproved:Signature on file

Number: F 16 **Date:** 07-03-07

POLICY

Employees may deliver speeches on behalf of SSA to public organizations if prior approval is obtained from their supervisor. Employees who choose to deliver speeches on behalf of SSA must conform to County and Agency policy, procedures and philosophy. If an employee is representing himself/herself and not the Agency, (s)he must clearly state this at the onset of the speech. For speaking engagements that may involve the press/media, refer to Administrative Services Division Policy and Procedure D3, "Press/Media Contacts". Staff of Family Self Sufficiency (FSS) and/Adult Services and Assistance Programs (ASAP) should also refer to FSS/ASAP Operations Manual, Number B-VIII.34, "Speakers Bureau", for particular requirements within their division.