

**ORANGE COUNTY SOCIAL SERVICES AGENCY**

**ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**Subject:** Charitable Organizations

**Number:** D 8

**Approved:** Signature on file

**Date:** 07/02/07

**POLICY**

Any Social Services Agency (SSA) employee who recommends the use of County staff, funds, and property to support charitable activities as defined below shall notify the SSA Director, or the Chief Deputy Director. Said notification shall include Management level concurrence and be accompanied by a plan for compliance within the procedure described below. Under no circumstances shall County staff, funds, and property be used to support charitable activities without prior approval of the SSA Director or his/her designee.

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