

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Community Outreach Events

Number: E 9

Approved: Signature on file

Date: 2/7/17

POLICY

Requests for SSA participation in community outreach events shall be submitted to the Volunteer and Outreach Services (VOS) Coordinator for approval by the SSA Director/designee. This policy does not apply to staff's participation at events arranged by SSA divisions which utilize their own speaker's bureau for routine educational and recruitment activities. Additionally, SSA employee's participation in collaborative meetings or to provide general program information at meetings may only need employee's supervisor approval to ensure that the materials to be distributed are current and relevant to the event.

In the event of a natural disaster or other emergency, SSA staff and/or the MRV shall be deployed as necessary and participation at a scheduled community event may be cancelled without advance notice.