



ARCHDIOCESE OF REGINA

Policy Name:	Solicitation and Endorsement of Goods, Services, Products	Number:	S3-13
Policy Type:	Conditions of Employment	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: The Archdiocese of Regina prohibits for-profit organizations, for-profit individuals and organizations that have not been officially recognized by the Archdiocese from soliciting or selling goods or services on Archdiocesan property or property owned or operated by the Archdiocese to any individual, but not limited to Archdiocesan staff, clergy and parishioners and from using an Archdiocese employee or parishioner to do so unless the goods or services are approved by the Archdiocese.

- Definitions:**
- a) **“Advertising and publicity”** shall be defined as any method or device for disseminating commercial information/promotional materials in parishes. Advertisements in a parish does not imply official endorsement by the Archdiocese.
 - b) **“Solicitation”** refers to the attempted sale, lease, rental or offer for sale, lease, or rental of any property, product, merchandise, publication, or service whether for immediate or future delivery; the oral, written or electronic appeal or request to support or join an organization other than an Archdiocesan approved charity; the receipt of or request for any gift or contribution or the distribution of information in support of these activities.

- Procedure:**
- a) All advertising/solicitation that complies with the above policy shall be directed to the parish/organization office.
 - b) The pastor and or designate will determine which items are displayed and which organizations are allowed to solicit funds at the parish.
 - c) All advertising, solicitations or sales by approved individuals or entities must conform to Catholic morals and values.
 - d) Individuals and organizations that are permitted to solicit or sell goods or services in the parishes or on Archdiocesan property are responsible for transporting their own goods to and from the specified location, and for cleaning the area used.

Intentional Blank Page