



# MONTGOMERY COUNTY EXECUTIVE ORDER

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> Solicitation of Gifts/Donations	<b>Executive Order No.</b> 110-15	<b>Subject Suffix</b>
<b>Originating Department</b> Department of Health & Human Services Commission on Veterans Affairs	<b>Department Number</b>	<b>Effective Date</b> 7/21/15

Pursuant to Section 19A-16(b) (3) of the Montgomery County Public Ethics Law, the County Executive authorizes members of the Commission on Veterans Affairs and staff who provide support to the Commission ("authorized employees") to solicit gifts and/or donations for the purpose of recognizing veterans in public displays/exhibits in county buildings and to raise funds related to the acquisition, care, and display of materials in accordance with the requirements established in this Executive Order.

**A. Employees authorized to solicit gifts:**

Authorized employees may participate in solicitations made by general mailing, general public appeal, and direct contact of a potential donor.

**B. Purpose of the gifts:**

Solicitation of gifts/donations as appropriate for the purpose of recognizing veterans in exhibits/displays in county buildings and to raise funds related to the acquisition, care, and display of materials.

**C. Manner of solicitation:**

A designated Special Assistant to the County Executive must authorize all solicitations.

Authorized employees may solicit support by general mailings or other general public appeals such as in a newsletter. Authorized employees may solicit donations from those who have previously supported the commission's activities. Authorized employees may contact directly a potential donor for support.

An authorized public employee may solicit gifts during official work hours, while identifiable as a public employee, but must not solicit any individual or entity that has a contract with the Commission on Veterans Affairs, the Department of Health and Human Services, or any other County agency with which an authorized employee is affiliated.

**D. Sources of gifts:**

Donations may be solicited from businesses, service organizations, chambers of commerce, trade associations, foundations, municipal corporations, community or civic groups, religious organizations, and individuals.



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### E. Types of gifts:

Gifts may be in the form of equipment, supplies, professional, technical, or clerical services, transportation, materials, and money.

### F. Manner of acceptance of gifts:

All gifts must be publicly acknowledged unless the donor requests in writing that no public acknowledgement be made. Public acknowledgement must be made by the placement of a notice in the Montgomery County Register. This notice should include the donation made, the source of the donation, the name of the Commission receiving the donation, the date of the donation, and the purpose for which the donation will be used.

If the gift/donation is other than monetary, an approximation of value will be decided jointly by the County and the donor.

If the gift/donation is money, the money will be deposited in a special trust fund as provided for under separate County procedure and shall be used to support the Commission's activities in support of veterans.

The Office of the County Executive will be notified of all gifts received. This requirement may be fulfilled by submission of a request for placement of the notice in the Montgomery County Register as outlined above, or by letter if donor requests no public acknowledgement.

This Executive Order expires on December 3, 2018.

This Executive Order is issued under the authority of Section 19A-16(b) (3) of the Montgomery County Public Ethics Law and the Ethics Commission waiver dated April 6, 1990.

APPROVED

Isiah Leggett, County Executive

Approved as to form and legality:

Office of the County Attorney

By:

Date: 7/20/15