



# MONTGOMERY COUNTY EXECUTIVE ORDER

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

<b>Subject</b> Employee Solicitation Waiver	<b>Executive Order No.</b> 172-18	<b>Subject Suffix</b>
<b>Originating Department</b> Offices of the PIO & OCP	<b>Department No.</b>	<b>Effective Date</b> 8/28/18

## SOLICITATION OF GIFTS OFFICES OF PUBLIC INFORMATION AND COMMUNITY PARTNERSHIPS

Pursuant to Executive Order No. 171-18 and § 19A-16(b)(3) of the Montgomery County Public Ethics Law, the Chief Administrative Officer authorizes Patrick Lacefield, Director of the Office of Public Information, Bruce Adams, Director of the Office of Community Partnerships, Mansfield Kaseman, Julian Norment and Diane Vu, Community Outreach Managers in the Office of Community Partnerships as authorized employees to solicit gifts to The Montgomery College Foundation and the Universities at Shady Grove Foundation for the purpose of raising money for The Ike and Catherine Leggett Scholarship (also referred to as "Leggett Legacy Forward"), in accordance with the requirements established by this Executive Order.

### Employees authorized to solicit gifts

Employees noted above may contact potential donors directly.

### Purpose of the Gifts

The purpose of the gifts is to benefit The Ike and Catherine Leggett Scholarship.

### Manner of Solicitation

The employees noted above who are authorized to solicit gifts under this Order may participate in presentations, conduct general solicitations through electronic or paper mailings, the internet, social media, participate in media activities, or meet personally with potential donors. Authorized public employees may solicit gifts during official work hours, using County resources, and while identifiable as public employees, must not solicit any individual or entity that has a contract directly with the Office of the Chief Administrative Officer, the Office of Public Information, or the Office of Community Partnerships, or any other County agency with which the employees are affiliated. Authorized public employees must not solicit any individual or entity that is party to a solicitation protest appeal or contract dispute pending before the Chief Administrative Officer under the County's procurement regulation.

### Source of Gifts

Authorized employees may solicit gifts from any individual or entity, including associations, businesses, corporations, foundations, service organizations, chambers of commerce, community groups, religious organizations, and other government agencies.



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### Types of Gifts

Gifts may include monetary contributions, goods and services, technical assistance, training space, furniture or equipment cost.

### Term

This Executive Order expires on December 6, 2018.

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

Approved:

*Timothy L. Firestine*

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Timothy Firestine  
Chief Administrative Officer

*8/28/18*

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Date

APPROVED AS TO FORM AND LEGALITY  
OFFICE OF THE COUNTY ATTORNEY

BY: *Ed Putter*

DATE: *8/28/18*