

# 2016 “feds feed families” Campaign

## Ethics Concerns



*\*Ensure that Feds Feed Families remains a voluntary collection\**

### **Quick Tips...**

- Don't personally solicit subordinates for donations
- Don't make inquiries regarding a specific employee's participation
- Don't develop contributor or non-contributor lists
- Don't publicize an employee's donation
- Don't establish 100% participation goals
- Don't use monetary awards to reward employee participation
- Don't offer prizes at events without consulting your agency ethics advisor first
- Don't use appropriated funds for prizes or monetary awards to employees
- Don't gamble on Federal Property – Gambling is defined as a game of chance where the participant risks something of value for the chance to win money or a prize
- Don't solicit outside parties by actively asking for donations

### **You are in the clear if you...**

- Encourage voluntary employee participation in the food drive
- Make information and donation collection materials available
- Post publicity materials and announce events
- Post food amounts collected in offices or organizations
- Accept *unsolicited* donations from outside parties

**Questions? Please consult your agency's ethics advisor.**