

Internal Policies and Procedures of the Utah State Board of Education	
Policy #:	02-01
Subject:	Advertising or Selling at the USBE Office Building
Date:	May 10, 2022
Policy Owner:	Administrative Services Manager
Policy Officer:	Deputy Superintendent of Operations

- I. **PURPOSE:** To clarify the items or services that USBE employees or outside vendors may advertise or sell at the USBE office building.
- II. **POLICY:** USBE employees may sell or advertise certain goods or services at the USBE office building as long as these activities do not use state resources or impact any employee’s work time.
- III. **PROCEDURES:**
 - 1. “Allowable posting area” means bulletin boards in the USBE office building, other than the bulletin boards located between the double doors at the south entrance.
 - a. Allowable posting area includes restrooms and breakrooms.
 - 2. The bulletin boards located between the double doors at the USBE office building’s south entrance may only be used for posting notices and agendas for daily meetings; an employee may not post an advertisement on these boards.
 - 3. A USBE employee may advertise for sale at the USBE office building, on allowable posting areas, the following:
 - a. an item for a one-time purchase (such as a car or a pet);
 - b. an item in an ongoing manner (such as Avon or Tupperware); or
 - c. a time-limited ongoing sale (such as Girl Scout cookies or a school fundraiser).
 - 4. A USBE employee shall submit an advertisement or sale notice for any type of sale to the USBE Newsletter Editor for approval for posting.
 - 5. If the sale of a one-time item is approved, the employee may post it in allowable

posting areas for a period of 30 days.

- a. At the end of the 30-day posting period, the employee may receive approval for an additional 30 days.
 - b. The one-time sale item flyer shall list a date that the notice is approved to begin the 30-day period and a date that the 30-day posting period expires
6. A USBE employee may post information and an order form on allowable posting areas, with the employee's *personal* phone number and/or *personal* email address.
 - a. See the Acceptable Use Policy in the Information Technology Section to review the appropriate use of USBE email account.
 7. An outside vendor may not solicit in the building.
 - a. An outside vendor's flyer or advertisement may be posted on allowable posting areas at the USBE office.
 8. A USBE employee may not sell homemade food at the USBE office.
- IV. **HISTORY:** The effective date of this policy was October 6, 2010, with a revision made September 25, 2017. On May 10, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.