

GIFTS TO AND SOLICITATION BY STAFF

Code **GBEBC** Issued **10/16**

Purpose: To establish the basic structure regarding solicitation by employees and the giving of gifts to employees.

Selling Items for Personal Profit

In the interest of maintaining a completely professional relationship between district employees and those whom they serve, the board will not permit employees to sell for personal profit on school or district premises products of any kind to students or their parents/legal guardians.

Soliciting of Staff

No organization may solicit funds from staff members within the school or district or distribute flyers or other materials related to fund drives through the schools without the prior approval of the superintendent or his/her designee. Staff members will not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within schools without such activity having the approval of the superintendent or his/her designee.

As a matter of policy, the board expects solicitations of and by staff to be kept at a minimum. The superintendent will seek direction from the board in instances where prior practice has set no policy as to a particular fund drive. No organization may solicit staff for fund raising that is not based in the Latta School District or directly supports its schools.

Soliciting by Staff

No staff member will solicit funds from outside sources without direct approval of their principal. Approval of such must be based on the credibility of the source and only for school projects directly impacting classroom instruction or school wide programs. Any funds raised or materials bought with such funds are the property of the school district.

Gifts from Staff Members to Staff Members

Individual employees should generally refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the board discourages collection of money for group gifts except in special circumstances such as bereavement, retirement, or serious illness.

Gifts to Staff Members

The board discourages the giving of gifts by students to staff members. Consistent with the State Ethics Act, employees should not accept personal gifts, bonuses, or gratuities from companies conducting business with the district. Exceptions to this policy are the acceptance of minor items which are generally distributed by a company or organization through their public relations program, e.g., calendar or pencil.

Adopted 8/13/91; Revised 3/8/05, 10/18/16

Legal references:

- A. S. C. Code, 1976, as amended:
 - 1. Section 8-13-700, *et seq.* - State ethics law.
 - 2. Section 16-17-420 - Prohibits activities that disturb school.

Latta School District