

## EMPLOYEE GIFTS AND SOLICITATIONS

### Gifts

All employees are prohibited from accepting things of material value from companies or organizations that do business with the District. Exceptions to this policy are the acceptance of minor items that are generally distributed by the companies through public relations programs.

### Solicitations

No organization may solicit funds from staff members within the Schools, nor may anyone distribute flyers or other materials related to fund drives through the Schools, without prior approval of the Superintendent or designee. Staff members will not be made responsible, nor will they assume responsibility for, the collection of any money or distribution of any fund drive within the Schools unless such activity has the Superintendent's approval.

The Board expects such activities to be kept to a minimum. The Superintendent shall seek direction from the Board in instances where prior practice offers no guidance about a particular fund drive.

First Reading; August 18, 2011

Second Reading: September 1, 2011

**Adopted: September 1, 2011**