

Forest Grove School District

Code: **GBI**
Adopted: 11/10/08
Revised/Readopted: 3/28/16; 4/23/18
Orig. Code(s): GBI

Gifts and Solicitations

Students and their parents shall be discouraged from giving gifts to district employees. The Board welcomes as appropriate the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees will limit giving gifts¹ to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or for retirement gifts. Staff-initiated "sunshine funds" are exempt from this policy.

No staff member may solicit funds in the name of the school or district through the use of, including but not limited to, internet-sourced crowdfunding or other similar types of fund raising, without the approval of the superintendent or designee.

Individual employees need to be accountable for maintaining his/her integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the district. "Material value" is defined as \$50 from a single source in a single year.

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 the superintendent's or designee's approval. Staff members may not be made responsible, or assume responsibility, for collecting money or distributing any fund-drive literature within the schools without the superintendent's or designee's approval.

The soliciting of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the building principal or supervisor. Advertising is not allowed in the building without the superintendent's or designee's approval.

END OF POLICY

¹"Gift" means something of economic value given to a public official or the public official's relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official's relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.

Legal Reference(s):

[ORS 244.010](#) to -244.400

[ORS 339.880](#)

[OAR 584-020-0000](#) to -0045

[OAR 199-005-0005](#) to -199-020-0020

Cross Reference(s):

BBF - Board Members Standard of Conduct

DJG - Vendor Relations

GBC - Staff Ethics

IGDF - Student Fund-Raising Activities

KH - Public Gifts to the District

KI/KJ - Commercial Advertising/Merchandise Sales

KJA - Materials Distribution