

**North Santiam
School District**

Code: **GBI**
Adopted: 2/26/98
Readopted: 10/19/17
Orig. Code(s): GBI

Gifts and Solicitations

The Board welcomes letters by students to staff members expressing gratitude and appreciation. Gifts commemorating special occasions, such as retirement, will be under the supervision of the administration.

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

Individual employees need to be accountable for maintaining 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 things 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 approval of the superintendent. Staff members may not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the schools without the superintendent's and/or principal's express approval.

The soliciting of staff by a salesperson or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the principal or supervisor. Advertising is not allowed in the building without approval by the superintendent.

No staff member may solicit funds in the name of the school or district including, but not limited to, internet-based or crowdfunding types of fund raising, without the approval of the principal or designee.

END OF POLICY

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 Member Standards of Conduct

DJG - Vendor Relations

GBC - Staff Ethics

IGDF - Student Fund-Raising Activities

KH - Public Gifts/Donations to the District

KI/KJ - Commercial Advertising/Merchandise Sales

KJA - Materials Distribution