

## **Gifts to and Solicitations by Staff**

### **Gifts**

Gifts from students: Teachers and other employees of the Board shall not accept gifts from students except as such gifts represent tokens. The district considers letters from students to expressing gratitude and appreciation to be appropriate.

Gifts from staff members to staff members: Individual employees shall refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the collection of money for group gifts shall be discouraged except in special circumstances such as bereavement, serious illness or mementos at retirement.

Gifts from companies: All employees of the Board are prohibited from accepting gifts of other than nominal value from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through its public relations program.

### **Solicitations**

No organization may solicit funds of 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. Nor shall staff members be made responsible or assume responsibility for the collection of money or distribution of any fund drive literature within the schools without such activity having the superintendent's approval.

As a matter of policy, the district expects such activities to be kept to a minimum.

LEGAL REF.: C.R.S. [24-18-104](#) (*rules of conduct for public employees*)

CROSS REFS.: [DJG](#), Vendor Relations

[GBEB](#), Staff Conduct