

Lakeland Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Staff and Solicitations	Descriptor Code: 5.605	Issued Date: 05/11/15
		Rescinds: 5.605	Issued: 04/13/15

1 **GIFTS**

2 Employees of the Board shall not accept gifts from students unless the gifts are of token value only.

3 Individual employees of the Board will refrain from giving gifts to staff members who exercise admin-
4 istrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money
5 for group gifts is discouraged except in special circumstances such as bereavement, serious illness, or
6 for mementos at retirement.

7 Employees are prohibited from accepting things of material value from individuals, companies or orga-
8 nizations doing business with the school system. Exceptions to this policy are the acceptance of minor
9 items which are generally distributed to all by the companies through public relations programs.

10 **SOLICITATIONS**

11 No organization may solicit funds from employees within the schools. Flyers or other materials related
12 to fund drives shall not be distributed through the schools without the written approval of the
13 superintendent or designee.

14 Employees will not be responsible for the collection of any money or the distribution of any
15 fundraising materials within the schools unless such activity has the superintendent or designees'
16 written approval.

17 School approved organizations and clubs may sponsor fundraising activities for charitable
18 organizations as long as no part of the instructional day is utilized and the fundraiser request is
19 submitted to and approved by the Superintendent or designee in advance.

Cross References

Advertising & Distribution of Materials in Schools 1.806
Vendor Relations 2.809
Staff Conflicts of Interest 5.601