

Gifts and Solicitations

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of material value offered by another for the purpose of influencing his/her professional judgement. "Material value" is defined as \$50 from a single course 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 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 approval.

Internet-Sourced Crowdfunding Solicitation

All district or school internet-sourced crowdfunding, or other similar types of monetary solicitation, shall be in compliance with all district fund-raising policies, requiring preapproval from the building principal and the superintendent.

The principal and the superintendent shall monitor the internet-sourced crowdfunding site to ensure that no student information is disclosed improperly and no images are used without permission.

The principal and the superintendent shall ensure that the internet-sourced crowdfunding site is legitimate, and that the terms of the site are being followed.

All district or school fund raising will be on the district's system and shall follow appropriate policies and use guidelines.

All non-monetary items obtained become property of the district and all inventory procedures apply.

All monetary donations shall be recorded in the proper school or district fund. No school or district banking information shall be given out. A check will be requested to be mailed to the district in the name of the school and not to the individual.

A file will be maintained by the principal that documents the superintendent's approval, details of the project, a print out of the website, copies of all agreements and permission forms, copies of any checks of monetary donation received as well as the inventory listing non-monetary donations.

END OF POLICY
