



## STAFF GIFTS AND SOLICITATION

Southeast Technical College Policy GBEB/STC

### 1. Purpose

Southeast Technical College (STC) Staff members may accept simple remembrances expressive of gratitude from students, parents/guardians, or parent groups. However, employees may not accept any gift or favor that might impair or appear to influence professional decisions or actions.

### 2. General Statement of Policy

Gifts of substantial value (i.e. \$100 or higher) are discouraged. However, any employee receiving a gift with an estimated value in excess of \$100 shall report it to the Vice President of Finance and Operations where a record of such gifts shall be maintained.

Employees may solicit contributions, in money or in kind or by selling fundraising products, for non-STC non-profit organizations only when such solicitation has been approved by the President or is part of a community service learning project approved by the President. The President will determine guidelines for employee participation in fundraising projects for non-STC non-profit organizations.

The public may not solicit contributions, in money or in kind or by selling fundraising products, from STC employees or publicize fundraising events for non-profit organizations unless authorized by the President.

Information and activities related to for-profit organizations are handled in accordance with Policy KHBA/STC / .

Acts of generosity in unusual situations are not prohibited. In such situations, STC employees may, with the authorization of the President, initiate a fund drive and solicit contributions, in money or in kind or by selling fundraising products, from students, families, or other employees. Solicitation beyond STC must be approved by the President. Such gifts need not be reported to the Vice President of Finance.

Suppliers, contractors and others doing or seeking to do business with STC shall be discouraged from giving gifts to STC employees. Any employee receiving a gift from a vendor, contractor, or supplier with an estimated value in excess of \$100 shall report such gift to the Vice President of Finance and Operations where a record of such gifts shall be maintained.

### 3. Definitions

None.

#### 4. Related Policies

KHBA/STC / KHBA-R/STC – Commercial Activities  
DJG/STC – Vendor Relations

#### 5. Dissemination of Policy and Training

The policy is located on STC’s website under Consumer Information – Southeast Tech Policies

#### Legal References:

ARSD 24:08:03 Code of Professional Ethics

ARSD 24:11:03 Code of Professional Ethics

#### Board Approved:

Policy	Board Action	(Formerly 5137)
adopted:	05-28-68	
amended:	04-12-76	
amended:	04-08-91	26048D
amended:	02-09-98	28986
amended:	02-27-06	34355
amended:	05-22-06	34434
amended:	11-24-08	35221
amended:	10-25-10	35866
amended:	05-12-14	36909
reviewed:	03.01.23	ST00708