

	<b>NEPN Code:</b> GBEBC/STI
<b>Policies and Regulations</b>	

**Personnel**

**Staff Gifts and Solicitations**

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.

Gifts of substantial value (i.e. \$50 or higher) are discouraged. However, any employee receiving a gift with an estimated value in excess of \$50 shall report it to the Vice President of Finance 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-STI 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-STI non-profit organizations.

The public may not solicit contributions, in money or in kind or by selling fundraising products, from STI 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/STI / KHBA-R/STI.

Acts of generosity in unusual situations are not prohibited. In such situations, STI 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 STI 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 STI shall be discouraged from giving gifts to STI employees. Any employee receiving a gift from a vendor, contractor, or supplier with an estimated value in excess of \$50 shall report such gift to the Vice President of Finance where a record of such gifts shall be maintained.

LEGAL REFERENCE:      ARSD 24:08:03      Code of Professional Ethics  
    ARSD 24:11:03      Code of Professional Ethics

Related Policies:

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

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	