

## Gifts and Solicitations

High Desert Education Service District (HDESD) employees will not accept items of material value from students or their parents, or companies or organizations doing business with HDESD. "Material value" is defined as \$50 or more from a single source in a single year. The Board welcomes, as appropriate, the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees will limit giving gifts<sup>1</sup> to staff members who exercise any direct or indirect administration or supervision over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or retirement gifts. Staff-initiated "sunshine funds"—*i.e.*, funds collected to pay for celebrations and/or gifts to mark special occasions of staff members—are exempt from this policy.

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

No staff member may solicit funds in connection with or in the name of HDESD or an HDESD program through the use of, including but not limited to, internet-sourced crowdfunding or other similar types of fund raising, without the approval of the superintendent or the superintendent's designee.

Soliciting resulting in personal gain to an employee or an employee's family member should be limited to the "for sale" section of the ESD newsletter or the community board and/or table, where they may be placed along with other community materials and solicitations. Any solicitation that does not comply with these restrictions should be reported at once to the administrator or supervisor. Advertising is not allowed in the ESD without the superintendent's approval.

END OF POLICY

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### Legal Reference(s):

[ORS 244.010](#) to-244.400  
[ORS 339.880](#)

[OAR 199-005-0005](#) to-199-020-0020  
[OAR 584-020-0000](#) to-0045

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<sup>1</sup>"Gift" means something of economic value given to a public official or the public official's relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official's relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.