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| Book | Policy Manual |
| Section | Issue 3 of 2023 September READY FOR OSBA |
| Title | Staff Gifts and Solicitations |
| Code | GBI |
| Status | |

~~This is the OSBA sample policy.**~~**

Staff Gifts and Solicitations

Gifts

The Board authorizes the expenditure of public funds to purchase meals, refreshments and tokens of appreciation for employees and Board members in the completion of their responsibilities. The Board believes that such expenditures are necessary, on occasion, to further a public purpose in the general operation of the District. Such public purpose includes, but may not be limited to, employee development activities, employee recognition activities and certain routine meetings that may be enhanced by such amenities.

Such expenditures shall be consistent with the Board's purchasing policy and within the appropriation limits established by the Board.

Presentation of gifts to, and the arrangement of social affairs for, employees leaving the District are governed by the following.

1. Each building principal appoints, or employees may volunteer for, a small social committee to plan social affairs.
2. Any gifts to be presented to departing employees by their respective groups are at the discretion of the group involved.

Vendor Compensation

Any compensation paid by a vendor to a District official or employee, after the official or employee has participated in selecting the vendor, is considered "public money" and must be returned to the District.

Solicitations

The Superintendent annually approves all solicitations that are to be permitted in the schools. No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the prior approval of the Superintendent. **Solicitations of political contributions from a District employee are prohibited while the employee is performing official duties or in areas of a public building where official business is transacted or conducted.**

Employees may not engage in the sale of products to the schools, even if the proceeds of such sales are intended for charitable or civic purposes. No staff member is to collect any money or distribute any fundraising literature without the expressed approval of the Superintendent.

Staff members are prohibited from soliciting funds in the name of the school or District through the use of online fundraising or a crowdfunding campaign without approval of the Superintendent. All crowdfunding campaigns must comply with District policies and procedures.

Legal References

ORC 102.03
ORC 117.01
ORC 2921.43
ORC 3313.81
ORC 3313.811
ORC 3315.15
ORC 3329.10
ORC 3517.092

Cross References

GBIA (Also IGDFA), Online Fundraising Campaigns/Crowdfunding
IGDG, Student Activities Funds Management

Legal

[ORC 102.03](#)

[ORC 117.01](#)

[ORC 2921.43](#)

[ORC 3313.81](#)

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