

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE  
UNIT EMPLOYEES**

**TITLE: GIFTS**

**ADOPTED: NOVEMBER 20, 2002**

**REVISED: JUNE 18, 2014**

| 322. GIFTS                      |   |
|---------------------------------|---|
| 1. PURPOSE                      | The Board considers the acceptance of gifts by administrative staff members an undesirable practice.  |
| 2. AUTHORITY                    | <p>It is the policy of the Board that administrators may accept only gifts of a consumable nature or nominal value from students or parents.</p> <p>It is the policy of the Board that employees of the intermediate unit shall not accept gifts from vendors except articles of advertisement widely distributed to other potential customers.</p> |
| 3. DELEGATION OF RESPONSIBILITY | The Executive Director may approve acts of generosity to individual administrative staff members in unusual situations but shall report such instances to the Board on a timely basis.  |
| 4. GUIDELINES                   | <p>Advertisement articles shall not exceed a monetary value of \$10.00.</p> <p>Advertisement articles received by mail or special delivery exceeding the monetary value of \$10.00 shall be submitted to the Executive Director for return to the vendor with an appropriate letter of refusal.</p>   |

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