

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: PROFESSIONAL EMPLOYEES  
TITLE: GIFTS  
ADOPTED: NOVEMBER 20, 2002  
REVISED: SEPTEMBER 24, 2014**

422. GIFTS	
1. Purpose	The Board considers the acceptance of gifts by professional staff members an undesirable practice.
2. Authority	<p>It is the policy of the Board that staff members may accept only gifts of a consumable nature or nominal value only from students or parents.</p> <p>The Board shall consider as appropriate and welcome, letters to staff members expressing gratitude or appreciation by students and parents.</p> <p>It is the policy of the Board that professional 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 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>