

## **GIFTS TO and SOLICITATIONS by STAFF**

### **Gifts**

The acceptance of gifts worth \$50 or more by MPS personnel in a calendar year when the gift is given because of a position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of MPS will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted but a written disclosure to the Superintendent and/or Building Administrator must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc.), hand picked flowers, and handmade gifts worth less than \$10 (ten) dollars.

### **Group or Class Gifts**

There is a specific exception to the prohibition against accepting gifts worth \$50 or more when an MPS employee knows only that the gift is from a group or class, not from specific donors. A single group or class gift per calendar year valued up to \$150 or several group or class gifts in a single year with a total value up to \$150 from individuals in a group or class may be accepted provided the gift is identified only as being from the group and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the group gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the group gift.

### **Gifts for MPS Use**

Gifts given to an MPS employee solely for use at work at MPS or to purchase items for use at work at MPS are not considered gifts to an individual employee and are not subject to the \$50 limit. However, gifts presented to an MPS employee as a gift for use at work, taking place at MPS, must be presented to the Superintendent and/or Building Administrator, for acceptance by the School Committee as a "donation".

### **Solicitations**

The solicitation of funds for external organizations not providing services or supporting the Mission of the Marlborough Public Schools (for example - fundraisers, sponsorships, cookie sales, etc.) from staff members, through the use of MPS personnel, resources and/or time, is prohibited by the conflict of interest law. Staff



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members of course remain free to support charitable causes of their own selection, when not at work and outside of work hours.

**Crowdsourcing/Fundraising for Resources to be used at the school**

Marlborough employees applying for grants and/or seeking donations or outside funding (including web-based crowd-sourced funding) for educational services, professional development, and/or any materials to be used in the work taking place at the collaborative must receive prior approval from the Superintendent or Building Administrator before submitting applications for funding. All proceeds collected in these ways are subject to the Fundraising / Donations / Grants Policy 9.500.

Source: MASC December 2012

Reference: MGL 268A:3; 288A:23; 930 CMR 5.00

Approved: 5.22.18