

**CANDIA SCHOOL DISTRICT
EMPLOYEE GIFTS AND SOLICITATIONS**

All employees are prohibited from accepting things of material value from companies or organizations doing business with the district. Exceptions to this policy are the acceptance of minor items which are generally distributed by the companies through public relations programs.

Solicitations

No organizations may solicit funds from staff members within the school, nor may anyone distribute flyers or other materials related to fund drives through the school, without the approval of the Superintendent. Staff members will not be made responsible, or will they assume responsibility for, the collection of any money nor distribution of any fund drive literature within the school unless such activity has the Principal's approval. The Board expects such activities to be kept to a minimum. The Principal shall seek direction from the Superintendent in instances where prior practice offers no guidance about a particular fund drive.