



Department: Human Resources  
Policy Number: HUM-A013  
Effective Date: 12/07/04

ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this document are unofficial copies.

**STAFF GIFTS AND SOLICITATIONS**

Employees of the Clarksville-Montgomery County School System may not solicit or accept, either directly or indirectly, for themselves or for any member of their household, any gift, gratuity, service, favor, excessive entertainment, lodging, transportation, loan, loan guarantee, or anything of monetary value from any person who has, or is seeking to obtain, contractual or other business or financial relations with the Clarksville Montgomery County School System and/or a school support organization working on behalf of the school.

The prohibitions on accepting gifts, entertainment, and favors do not apply to: business meals, unsolicited advertising materials of nominal value, instructional products, admission to charitable, civic, political or other public event which bears a relationship to the employee’s office and the employee is attending in an official capacity.

This policy is not intended to prohibit employees from soliciting individual or corporate sponsors of school events or events of CMCSS, so long as no employee in his/her personal capacity receives personal profit.

Any gift from an E-rate service provider must adhere to FCC E-rate gift restrictions. Employees who prepare, approve, sign or submit E-rate applications technology plans, or other forms related to E-rate program are subject to stringent ethical requirements. For more information see Federal Communications Commission Regulations (47-C.F.R. §§ 54.503)

Implementing Procedures: None

Associated Documents: FCC E-rate gift restrictions, [54.503 4\(d\)](#)  
[HUM-A069](#) Conflict of Interest

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/07/04		Initial Release
12/10/08		Reviewed, no revisions.
4/1/13	A	Revision of Policy, adding 2 <sup>nd</sup> and 3 <sup>rd</sup> paragraphs
4/21/14	B	Add statement pertaining to gifts from an E-rate service provider, Add associated documents, FCC E-rate gift restrictions, 54.503 4(d)
12/15/14	C	Added sentence to last paragraph regarding employees involved with E-rate program
10/4/16		Updated associated documents. Not considered a revision.
2/18/19	D	Para. 1, added, "...and/or a school support organization..." to the end of paragraph.

**\*\*\* End of Policy \*\*\***