



**ANCHORAGE SCHOOL
DISTRICT
Gift Receipt General Guidelines
AMC 1.15.050**

The following guidelines are intended to simplify gift standards and eliminate disclosure requirements for certain items, including small gifts, homemade gifts, gifts for immediate consumption or display expressing general appreciation or holiday cheer, and discounts and prizes generally available to public sector employees or to large groups or employees.

An item is a "gift" if it is: of value provided to a municipal/ASD employee, including but not limited to money, cash equivalents, services, discounts, meals, and entertainment.

Prior approval must be received from the Municipal Ethics Board before using a gift that does not fall within the gift guidelines stated below.

Under AMC 1.15.050, General Rule: A municipal/ASD employee may not:

- *Accept a gift from an individual or an entity with interests that may be substantially affected by the performance of the person's official municipal/ASD duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the person's judgment in exercising official municipal/ASD duties.*

Examples: Unless other factors of influence are present or inconsistent with the general rule, an employee may accept the following gifts:

- An item given for a special occasion voluntarily by ASD coworkers.
- A perishable item given for consumption or display, by member(s) of the public or a classroom expressing general appreciation or holiday cheer, shared with an office, work group, or classroom.
- A discount, prize, or award available to public sector employees generally, or to a large business category of public employees.
- A monetary award or commemorative item presented to a municipal/ASD employee in recognition of meritorious, civic, or voluntary service presented by a recognized civic, philanthropic or non-profit charitable organization.
- An item, homemade or handmade, crafted by the giver.
- An occasional gift or meal worth \$50 or less.
- Tickets, including entry and meal, to events held by a non-profit organization.
- Tickets, including entry and meal, to civic events hosted by government agencies, civic organizations, or community service clubs consistent with the mission of the public servant's work group.
- Items such as employee travel discounts, vendor-provided

Supplemental rules for Anchorage School District employees:

In addition to the items set forth in the examples section above, ASD employees may accept the following items:

- Supplies, equipment, monetary and in-kind gifts made through the PTA, parent forum, booster club, other similar community groups, or the principal.
- Contributions from ASD business partners.
- Tickets for events or trips for which an ASD employee serves as a mentor or chaperone.
- Discounts for educational supplies.

Reservation for Exceptions:

- The Board or a Municipal Ethics Officer may review and approve a gift which is consistent with the public policy concerns underlying limitations on gifts to public servants (influence, appearance of influence, conflict of interest, public trust). Gifts may be redirected for disposition to a charitable organization or return to the donor. **Where the Ethics Code requires that an individual seek review from the Municipal Ethics Board or Municipal Ethics Officer, an exception/approval must be obtained prior to use of the gift.**

Contact the Municipal Clerk at 343-4312 or visit the Municipal Ethics website at:

<http://www.muni.org/Departments/Assembly/Ethics/Pages/default.aspx> for review requirements.