
Subject: GIFTS TO THE BOCES OR ITS EMPLOYEES

1. Gifts of money, equipment and materials to the BOCES by individuals and/or organizations may be accepted by the Executive Director provided that such gifts incur no obligations to the BOCES or BOCES personnel unless such obligations have been approved by the Board of Directors. Such gifts must be relevant to the purposes of the BOCES. All gifts to the BOCES in excess of \$100 shall be reported to the Board of Directors.

2. Unless approved by the Board of Directors, the BOCES or any of its personnel may not solicit any gift, emolument, gratuity, or donation from any individual or organization.

3. There are occasions on which individual staff members may wish to present a gift or gifts to other staff members. Such occasions shall be kept to a minimum and participation in such gift giving shall remain completely voluntary on the part of each individual employee. The emergence of a tradition of gift giving that results in pressures for compliance and participation by all staff members is prohibited.