



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DH
Page 1 of 1	
Gifts and Solicitation - 2023	

SOLICITING FUNDS FROM STUDENTS

The following rules and guidelines shall govern collection and sales in the schools:

1. No collection of funds for any purpose may be taken from students unless authorized by the principal or designee.
2. Collections of items such as clothing or food for distributing at holidays shall be made only upon written approval of the principal or designee.

GIFTS, PAYMENTS OR FAVORS TO EMPLOYEES

Employees will neither ask for nor accept any personal benefit that tends to influence judgment or discretion in the exercise of public duties or responsibilities. Employees will refuse to accept personal benefits in exchange for doing their jobs.

VENDOR OR PROMOTIONAL GIFTS

Gifts given in the capacity of employment should be listed as a “donation to the District” and the appropriate documentation should be completed (i.e., Donation Form, Conflict of Interest). Such gifts become the property of SSISD and the campus for which the gift was intended.