



GIFT DISCLOSURE BY AN EMPLOYEE OF THE ANCHORAGE SCHOOL DISTRICT

Gifts that are not connected with the recipient's status as an ASD employee are outside the scope of the Ethics Code and no disclosure is required.

This form must be filed within 10 days of receipt of the gift.

Name: _____ ASD Department: _____ Phone: _____

In accordance with AMC 1.15.025(H), I disclose allowable* unsolicited gift(s) as follows:

- Payment for a business meal offered as a courtesy in the context of ASD duties in excess of \$50, beverage included. AMC 1.15.025(H)(2)(a).
A gift with a value in excess of \$50 given to an ASD employee by a student, parent/guardian of a student, group of parents, or community organization. AMC 1.15.025(H)(2)(g).
A perishable gift for immediate consumption or display, from member(s) of the public expressing general appreciation or holiday cheer, shared with an office or work group, with a value in excess of \$150. AMC 1.15.025(H)(2)(f).
Monetary gift or award with a value in excess of \$150 presented in recognition of meritorious, civic, or voluntary service presented by a recognized civic, philanthropic, or non-profit charitable organization. AMC 1.15.025(H)(2)(c).
Ceremonial Gift presented by a foreign or domestic dignitary of any governmental entity. (All ceremonial gifts become municipal property and must be disclosed within 10 working days of receipt of the gift or award.) AMC 1.15.025(H)(2)(d).
Non-monetary civic award (e.g. a plaque or other commemorative gift), with value in excess of \$300. AMC 1.15.025(H)(2)(h).

Description of Gift: _____ Estimated Value: \$ _____

This gift was received from _____ on _____ (Date)

Relationship of donor to recipient: _____

Purpose/Nature of Gift: _____

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is a violation of AMC 1.15.

Signature _____ Date _____

*Under AMC 1.15.020, no person within the scope of the Ethics Code shall:

- 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 duties on a matter affecting the donor.
Accept gifts from persons on a basis so frequent as to raise an appearance of the use of the person's public position for private gain.

An item is a "gift" if it is: 1) money, an item of value, service, loan, travel or hospitality accommodation, meal, or entertainment; and 2) provided to a municipal/school district employee for less than full value.

Complete form, print and sign, and provide a copy to your supervisor. In addition you are required to mail or fax a copy to the Municipal Clerk's office: 632 W. 6th Avenue, Suite 250, Anchorage, Alaska 99501 FAX #343-4313