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| WISHLIST GUIDELINES |

The following guidelines apply to any employee who solicits items through web-based donations in the name of the District or a campus or on behalf of the District. Prior approval from the employee’s supervisor is necessary before using the name or image of the District, a campus, or any student

* Employee will obtain supervisor approval prior to publishing and publicizing a Wishlist campaign by completing the Wishlist Permission Form.
* An itemized list of all items to be included in the Wishlist campaign must be turned in with the Wishlist permission form. The itemized list should include the item name, quantity, and cost per unit.
* The District reserves the right to review the content of a Wishlist created by an employee.
* Agree to use donated items as stated in the campaign
* Wishlist items should be used for educational purposes and be consistent with campus/district goals.
* Set clear beginning and ending dates for the Wishlist campaign within the same year.
* All Wishlist items must be delivered to the campus principal at the location where the items will be used. Non-consumable items will be inventoried.
* Obtain approval from the Director of Technology or designee prior to any solicitation for technology equipment.
* Donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.
* When soliciting donations in order to fulfill job duties, an employee may not include or make reference to the name, image, or other personally identifiable information of a student.
* An employee who leaves the District for any reason is not entitled to take any items obtained through the Wishlist campaign.