STUDENT GIFT POLICY

Claremont School of Theology recognizes that gift-giving is an important part of many cultures and religious traditions, and we honor this spirit of generosity. At the same time, we are cognizant of various ethical and legal pitfalls that can arise in connection with receiving gifts from students. In order to forestall even the appearance of impropriety or quid pro quo, however unintentional, we respectfully ask current and former students to refrain from giving employees (staff, faculty or administration) gifts of significant value. Should you wish to thank an employee for something, a short note would be much appreciated. If you wish to express your generosity for a faculty or staff member, a donation of any amount may be given in their name through the Advancement Office, and the employee will be notified of your gift to the school.

Please note that employees are obliged to follow the following rules with respect to gifts that have a monetary value:

- Employees should not accept gifts with an estimated monetary value over $30 per student per semester, or from former students who have graduated within the past two years. This includes gifts or honoraria from student organizations.

- In the event that employees receive gifts with an estimated monetary value over $30:
  - Non-perishable gifts shall be returned to the gift-giver.
  - Perishable gifts that can be shared by all shall be placed in common areas to be enjoyed by all (e.g., if the gift is an expensive bouquet of flowers or a gourmet basket of goodies, such items might be placed in the Edgar Center or the Faculty Mailroom with a note specifying that they are to be enjoyed by all.)
  - Gifts that are not returned or cannot be enjoyed by all shall be reported to the Dean’s Office, which shall keep a log of such gifts.