

Plymouth Public Schools
GIFT DISCLOSURE FORM
 As required by *M.G.L. c. 268A, §23(b)(3)

Name: _____

Title/Position: _____

School: _____

Contact Information: _____

I publicly disclose the following gift(s) pursuant to M.G.L. c. 268A, §23(b)(3):

Gift description	Value (A - indicates actual, E - indicates estimated)	Date received	Initials of student presenting the gift or name and role of adult presenting gift	Reason for the gift
Example 1: Yankee Candle	\$18.99 - A	12/15/2014	TC	Holiday present
Example 2: Hand soap	\$12.00 - E	1/15/2015	Jane Smith/ ESP	Birthday gift

I make this disclosure pursuant to *M.G.L.c.268A, §23(b)(3) in order to dispel any appearance of potential conflict of interest occasioned by the facts referenced above, that I may be improperly or unduly influenced in the performance of my official duties, or that I would be likely to act or fail to act as a result of kinship, rank, position or the undue influence of any party or person with regard to the above circumstances.

Signature _____ **Date** _____

Staff will file this form with the principal.
 Administrators will file with the superintendent.

***M.G.L. §23(b)(3)** No current officer or employee of a state, county or municipal agency shall knowingly, or with reason to know... act in a manner which would cause a reasonable person, having knowledge of the relevant circumstances, to conclude that any person can improperly influence or unduly enjoy his favor in the performance of his official duties, or that he is likely to act or fail to act as a result of kinship, rank, position or undue influence of any party or person. It shall be unreasonable to so conclude if such officer or employee has disclosed in writing to his appointing authority or, if no appointing authority exists, discloses in a manner which is public in nature, the facts which would otherwise lead to such a conclusion.

For office use only:

Date Received: _____ Determination: _____