



**GIFT DISCLOSURE BY AN EMPLOYEE OF THE MUNICIPALITY OF ANCHORAGE OR ANCHORAGE SCHOOL DISTRICT**

*This form must be filed with the Municipal Clerk within 10 working days of receipt of a gift or award.*

Name: \_\_\_\_\_ Municipal or 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 municipal duties valued in excess of \$50, beverage included. *AMC 1.15.025(H)(2)(a)*
- Gift with a value in excess of \$50 given to a School District 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, with a value in excess of \$150, for immediate consumption or display, from member(s) of the public expressing general appreciation or holiday cheer, shared with an office or work group. *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 1.15.25 (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 gift of award).* *AMC 1.15.25 (H)(2)(d).*
- Non-monetary civic award (e.g. a plaque or other commemorative gift), with a value in excess of \$300. *AMC 1.15.025(H)(2)(h).*
- Other: \_\_\_\_\_

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 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. AMC 1.15.020(A)(8)*
- *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. AMC 1.15.020(A)(9)*

*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 an municipal employee for less than full value. **Gifts that are not connected with the recipient's status as municipal employee are outside the scope of the Ethics Code and no disclosure is required.***