

PURPOSE

The District has fiduciary responsibilities that should govern the expenditure of its funds. This administrative regulation will guide the expenditure decisions related to hospitality for all district funds. District funds exclude student activity, courtesy fund or similar accounts for which the District serves only as a custodian.

AUTHORIZED
EXPENDITURES

The expenditure of District funds for hospitality may be authorized as follows:

1. For District-wide awards, recognition or other events such as:
 - a. Volunteer and Partner in Education appreciations;
 - b. New employee and employee retiree length of service recognitions;
 - c. Annual teacher appreciation, Celebration of Academic Excellence events;
 - d. Counselor, librarians, nurse appreciations or similar recognitions of entire employee category; and/or
 - e. Ribbon Cutting or other events or receptions coordinated through the Superintendent's Office.
2. Meeting or staff training/development events under the following conditions:
 - a. Minor refreshments for events of less than three hours.
 - b. A meal for events of more than three hours when necessary to establish or maintain continuity of the program.
 - c. Events should occur on District premises unless adequate space for event is not available.
 - d. An official business agenda should be attached to the requisition to include title, date and start/ending time per event.
3. Minor refreshments for parent/teacher meetings, including parent training, in the conduct of official school business.
4. Minor refreshments or a meal for events designed to celebrate the achievement of students and in which students are the primary participants.
5. Minor refreshments or a meal for events which outside guests are primary participants in support of the instructional program such as for career days, student

competitions, student conferences or program visits intended to share knowledge or provide public exposure.

6. Minor refreshments or a meal for business meetings involving another district, agency, or governing body personnel for which the District serves as the on-site host.
7. Minor refreshments or a meal if the meeting is before or after work hour.

OTHER
GUIDELINES

Other guidelines include:

1. Agenda must be attached to the requisition to include title, date and start/ending time per event
2. The cost guideline of \$15.00 per meal per person will apply.
3. All expenditures should be necessary and reasonable considering the nature of the event.
4. Completed sign-in sheet must be submitted along with the invoice to issue payment.
 - a. The reconciliation between the number of meals ordered based on the counted participants to the actual number of participants based on the sign-in sheets/rosters.
 - b. An explanation for the variance.
 - c. Information on how excess meals were utilized.
5. Alcoholic beverages are not allowed under any circumstance.
6. In the case of award or recognition events, complimentary tickets for each honoree and one guest, as well as Board members and staff members requested to attend as part of their official duties.
7. District funds are not to be used for events to improve morale, celebrate holidays, end of school, or similar activities with the exception of the Thanksgiving luncheon and summer cookout. The Food Service Department should be used whenever reasonably appropriate.
8. Certain exceptions for the Superintendent/Board of Trustees, out of town travel, and other events prior approval from the superintendent will be allowed.

Additional and more stringent rules apply to federal grant and

state compensatory education expenditures.

Approved:

Marta Carmona, Interim Superintendent
July 21, 2021

Board Committee Review:
September 13, 2021