

REGULATION

Rochester Community Schools
Rochester, Michigan 48307

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RECOGNITION, FOOD, AND ENTERTAINMENT

The District encourages mutually beneficial collaboration with individuals and other organizations to provide private funds or grant funds for the purposes of recognition, food, and entertainment. District funds are not to be expended for entertainment or staff/volunteer recognition. If expenditures are funded from a grant or other source of private funds for that specific purpose, the provider agreement/contract should be followed.

Recognition

An expenditure of not more than \$10 dollars per student per recognition may be allowed if it is provided for within the budget of the cost center and approved by the budget administrator. Typical awards may be certificates, patches, pencils, folders, embroidered letters, pins, photos, or other mementos.

Only private funds or grant funds can be used for staff or volunteer recognition expenditures.

Food/meals Outside the District

An employee is eligible for travel status and meal reimbursements for out-of-district duties that require an overnight stay or when an offsite location requires the employee to travel 2.5 hours before or 2.5 hours after business hours.

Food/meals Within the District

Food/refreshments/meals may be provided for:

- Employees who are participating in an activity outside the normal work hours, outside their job duties, where they receive no other district compensation (example: professional development outside work hours).

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- Employees acting in an emergency situation who are unable to leave their workstation to obtain meals during a normal break period.
- When mandated training is scheduled with refreshments because it cannot be scheduled at any other time or may be less expensive than providing substitute workers (Budget controller over area must confirm there were no other options for scheduling).
- Employees who attend meetings sponsored by outside agencies, when the meal is a part of the program and approved by the budget controller.
- Volunteers who work over four (4) hours and receive no compensation.

Food will not be provided for:

District staff while in the school district performing their normal duties.

Entertainment

Only private or grant funds can be used for entertainment expenditures.

Approved: February 2, 2004