

## MANAGEMENT SUPPORT SERVICES

### Refreshment and Meals for In-District Meetings, Recognition Activities, and Volunteers Activities

Refreshments and meals must be approved *in advance* by the building or department administrator or his/her designee. The administrator is ultimately responsible for the approval of this District expense.

#### 1. Refreshments

The cost of refreshments such as coffee, tea, soft drinks, and snacks (e.g., rolls, donuts, etc.) may be paid by the District for meetings and workshops that meet the following criteria:

- a. Are not recurring scheduled meetings, and
- b. Would preclude the participants from obtaining refreshments on their own; or
- c. Are held within the District at locations different from the work site of all or most of the participants.

Appropriate activities under this policy include but are not limited to:

- a. Committee meeting lasting three or more hours, whose members volunteer their time;
- b. District endorsed recognition activity that will not be acknowledged by the District as a whole;
- c. Open House;
- d. Learning Improvement Day training.

Inappropriate activities under this policy include but are not limited to:

- a. Weekly staff meetings regardless of length;
- b. Parent-teacher conferences;
- c. Holiday or end-of-school year celebrations (the PTA or similar group may sponsor these types of celebrations).

#### 2. Meals

Meals may be furnished to participants at board meetings, staff meetings, workshops, retreats, or District endorsed recognition activities in situations where providing such meals will contribute to the efficiency of the meeting, the cost of the meals is reasonable, and it would not be convenient for the participants to make individual arrangements for meals.

#### 3. District Food Services

The administrator or his/her designee responsible for scheduling meetings or workshops is encouraged to first consider the District Food Services department regarding provisions for refreshments and/or meals.

If Food Services cannot fulfill the request, or an outside source can provide equal or better provisions for a better value, then the outside source may be considered. If an outside source is used, the administrator responsible must be able to provide appropriate written justification.

4. Volunteers

In consideration for the performance of services to the District by volunteers who are not otherwise compensated by the District, the District may provide to such volunteers refreshments and/or meals.

5. Recordkeeping Requirements

The following information must be provided on the face of, or attached to, the supporting documents for all purchases of refreshments and/or meals authorized by this policy:

- a. Prior approval by administrator or his/her designee
- b. Date and time of activity
- c. Purpose of activity (explanation required if not self-evident)
- d. Number of participants

Approved: May 8, 1991

Revised: May 23, 2001

Revised: October 10, 2001