

**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM**  
10910 Clarksville Pike  
Ellicott City, Maryland 21042

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Deputy Superintendent

Meeting & Staff Appreciation Guidelines for School Activity Funds

TO: All Staff

FROM: Linda T. Wise, Deputy Superintendent

The Office of School Administration has established written procedures, **Meeting & Staff Appreciation Guidelines for School Activity Funds**. These guidelines provide direction regarding allowable expenditures of School Activity Funds for meetings and staff appreciation and how to account for them.

Disbursements of School Activity Funds for meetings or staff appreciation that do not comply with this guidance are prohibited UNLESS advance written approval has been granted by the Executive Director, School Improvement and Administration.

Employees may access **Meeting & Staff Appreciation Guidelines for School Activity Funds** in the Manual of School Activity Funds on the STAFF HUB under Services: School Activity Funds: Documentation.

If you have questions, please contact the Executive Director, School Improvement and Administration, (410) 313-1274.

LTW/BP/md

# **Meeting Expense & Staff Appreciation Guidelines**

## **Purpose**

This document provides direction regarding allowable expenditures of school activity funds for meetings and staff appreciation and instructions on how to properly account for them.

## **Meeting Expenses**

Beverages may be purchased with school activity funds and served at staff meetings. Beverages are limited to coffee, tea, juice, soda, and/or water.

Expenses for employee lunch or dinner for all day training, work sessions, and meetings are allowable only if the following four conditions are met:

1. Employees are required to attend
2. The subject matter is selected and directed by school based administrators
3. The event exceeds four hours in length; and
4. The nature or schedule of the event does not allow sufficient time for employees to take a meal break.

Breakfast meals are not allowed for these meetings.

The per person cost of meeting lunch or dinner meals should not exceed \$15 including gratuity.

The use of school activity funds is prohibited for staff meals on student conference days.

## **Staff Appreciation**

School based administrators are allowed to schedule one annual staff celebration meeting where they provide a breakfast or lunch meal to staff that may be paid for with school activity funds. Examples of staff celebration meeting meals are a staff breakfast or lunch at the beginning of the school year, a staff celebration meal during teacher appreciation week, or an end of the year staff celebration lunch.

The per person cost of a staff celebration meal should not exceed \$15 including gratuity.

Staff appreciation is not an explicitly approved use of school activity funds within Policy 4030, School Activity Funds. Therefore, the use of school activity funds for staff appreciation must be approved by the Executive Director, School Improvement and Administration.

## Meeting & Staff Appreciation Cont'd

The following items, however, have been pre-approved as allowable uses of school activity funds for staff appreciation:

- Staff shirts with the school logo (limited to \$30 per shirt).
- A nominal token of staff appreciation not to exceed \$10.
- School spirit items (totes, pens, lanyards etc... with school name and/or logo) limited to a per item cost of \$25.
- A gift for staff upon retirement limited to no more than a cost of \$50; however, cash and gift cards are prohibited.
- Flowers for significant professional recognition awards with an individual cost of no more than \$50. Significant professional recognition is defined as: teacher of the year award, county, state or national professional award.
- Purchase of flowers from SAF Funds are prohibited for: funerals/bereavement, showers, promotions, teacher of the month or any other type of staff appreciation/recognition.
- Meals authorized, funded, and provided by student groups as an expression of staff appreciation subject to the per person cost of \$15 for breakfast or lunch. Documentation of student group authorization must be maintained with the school accounting records.

### Procedures

Aggregate expenditures for meeting expenses and staff appreciation from the school activity funds may not exceed the product of the number of staff times \$100 per staff member. Approved sources of funding for meeting expense and staff appreciation are vending machine income, undesignated donations, donations designated for staff appreciation or meeting expense, staff run fundraisers, and commission income.

Meeting Expenses Account: 045.0.000

All meeting expenses must be charged to the above account. Any expenses charged to this account must be documented with detailed receipts, a copy of the agenda with meeting times and attendee listing/sign-in.

Staff Appreciation Account: 045.0.001

All staff appreciation expenses, including meals provided by student groups as an expression of staff appreciation, must be charged to the above account. Any expenses charged to this account must be documented with detailed receipt

### DISBURSEMENTS OF SCHOOL ACTIVITY FUNDS THAT ARE PROHIBITED

Disbursements from school activity funds for meetings or staff appreciation that do not comply with this guidance are prohibited UNLESS advance written approval has been granted by the Executive Director, School Improvement and Administration.