

RECOGNITION OR ACHIEVEMENT AWARDS

School District of Okaloosa County

Per School Board Policy 2-11 (L):

Recognition or Achievement Awards

Internal funds may be expended to provide:

- Recognition of service or contributions by persons or businesses; or
- Recognition of achievement by students, teachers or other employees.

The following guidelines apply:

1. All achievement awards to be given by student or school support organizations must have prior approval of the general membership of the organization or as set forth in the by-laws of the organization.
2. No other school internal funds may be used to purchase any award, gift, or amenity except to recognize the following:
 - a. Instructional or Educational Support employee of the year.
 - b. Retiring employees.
 - c. Student academic achievement.
 - d. Student athletic achievement.
 - e. Volunteers and business or community organizations performing a service to the school.
3. Awards under this section are limited to plaques, certificates, or other items with monetary value of one hundred dollars (\$100.00) or less.
4. No cash awards or payments may be made to or on behalf of any student or employee of the District.
5. This section shall apply to all school support organizations.
6. The provisions of subsections 2.c., 2.d. and 2.e. do not apply to student scholarships awards by student or school organizations.

(The above has been reformatted. See next page for examples.)

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Examples:

May a grade level buy gift cards as a thank you for parents that went above and beyond to help them throughout the year?

The first section states that internal funds may be expended to provide recognition of service or contributions by persons or businesses; therefore, it would be permissible to give gift cards to parent volunteers in recognition of service. The gift cards would have to be \$100.00 or less per Item 3.

May the PTO purchase a gift card for an employee that has spent her personal time to help them organize the PTO events?

The first section states that the only recognition for employees is for achievement; therefore, the PTO may not give a gift card to an employee in recognition of service. Any compensation for service by an employee must go through Payroll. The PTO could pay the employee other compensation by sending the funds to the District for deposit in Project 2051 – Purchased Other Positions.

May General funds be used for a welcome back event?

The District has allowed schools to use the General fund to purchase breakfast or lunch items for faculty and staff at the beginning of the school year. Schools may not purchase gifts.

May Principal's Discretionary funds be used for food for teacher meeting/workshops?

Yes, teacher meetings/workshops are school events; therefore, Principal's Discretionary may be used for refreshments.

May internal funds be used to purchase gifts for employees?

No, internal funds may not be used to purchase gifts for employees with the exception of Social Committee. Social Committee funds are held as a courtesy and may be used for gifts.