

Definitions:

- A. Prize: something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in a district-sponsored event.
- B. Award: recognition or something of value conveyed as a result of competition, merit or in recognition of service to the district on the part of the recipient.
- C. De Minimis: minimal value, a small amount, lacking significance or importance, having little or no impact on public funds, so minor as to merit disregard.

Award/Prize Values

Awards or prizes must be non-monetary (*no cash, gift cards or gift certificates*) and the District will consider any prize or award amount equal to or less than \$15.00 (fifteen) dollars (including tax and shipping) to be de Minimis. The District views incentives up to this amount to be insignificant to a recipient for tax purposes and to the District. The aggregate limit on annual expenditures at a school is limited to \$600 per elementary school, \$1000 per middle school, and \$1,500 per high school or department.

Example: An item valued at \$15.00 (fifteen dollars) such as a school uniform shirt or hat to an individual student for perfect attendance or most improved grade point average is an acceptable use of public funds. However, incentive awards to several students in one class that have a substantial aggregate value could be excessive and an inappropriate use of public funds.

Gifts

This policy does not allow for the distribution of gifts to students. Gifts, as defined in Article VIII, Section 7 of the Washington State Constitution, are items given to an individual or a group that are not earned and are for the personal use of the recipient.

The following are examples of prohibited gifts:

- A. Cash, gift certificates and gift cards are not allowed;
- B. The district may provide light lunches or refreshments for volunteers during or near the time, the services are provided. The district cannot provide a separate event at district expense; (see Policy 6240 and accompanying procedure)
- C. Flowers purchased for celebrations or to express sympathy; and
- D. Food, clothing, or other items purchased for someone in need.

Associated Student Body Fundraising – Individual Student Incentives

All property and money acquired by the Associated Student Body (ASB), except private non-associated student body funds, are District funds and will be deposited and disbursed from the District's ASB program fund. The District may use a portion of ASB funds to award individual student's efforts for fundraising that is related to ASB activities, but only if the activity is for a legitimate school purpose and spending is in accordance with the School Board approved budget.

Corporate Incentives

Corporate incentives provided to the district for the benefit of students become District property. An incentive made to an individual student directly from the corporation, the incentive becomes the personal property of the student and is not calculated as an incentive provided by the District. In order to be considered personal property, the incentive at no time may be presented to the District or be in possession of the District.

Any vendor, group or organization that offers student incentives to support the District must communicate with the District, prior to providing the incentive to ensure its efforts are compatible with the District's educational goals. The District reserves the right to reject any student incentive that would not serve the interests of the District.

Prizes or awards provided to the ASB by outside vendors must also fall within the individual and district de minimis limits.

Documenting Incentives

Incentives received will be documented by the school (to include name, incentive, date and cost). This will allow parents and teachers to view incentives provided to students and will allow each school to analyze the distribution of incentives.

Date: 8.17, 8.18