

- () Required
- (X) Local**
- () Notice

**MEALS AND REFRESHMENTS AT DISTRICT SPONSORED
EVENTS AND ACTIVITIES**

The Board of Education recognizes that, occasionally, it may be appropriate to provide refreshments and/or meals at district meetings or events, which are being held for a district or educational purpose. Any expenditure on such refreshments and/or meals must be approved in advance by the appropriate Administrator. Meal requests may be approved when:

- officers and/or employees of the district will be prevented from taking time off for food consumption due to a pressing need to complete the business at hand;
- the district is faced with business of an immediate nature and meetings of district employees are essential at mealtime;
- the district wishes to recognize the services provided by volunteers or other unsalaried members of the district (in such cases, however, only the meals of those being recognized may be reimbursed and the cost of the meals must be reasonable);
- the district wishes to recognize the service of Board of Education members, employees, and community members at district meetings and committee functions.

Examples of authorized expenditures include, but are not limited to, refreshments and/or meals for staff orientations and conference days, Board of Education meetings, community receptions, staff development workshops and training sessions, and for staff assigned to participate in assessment day grading of standardized tests.

All expenses must be reasonable, appropriately documented, including the date, purpose of the event, meeting or activity and the group in attendance, and submitted to the district's Business Office for the purposes of audit and possible reimbursement.

No expenditure for alcoholic beverages will be reimbursed or paid for by the district.

Ref: NY Constitution, Art. VIII, §1 (constitutional prohibition against gifts)
Education Law §2118

Ops. St. Compt. 77-667; 79-522; 82-66; 82-213 82-298; 83-57; 98-2

Adoption date: December 19, 2019