

Student Incentives and Awards

The following school board policy deals with using your ASB fund raiser money for gifts/prizes/incentives. Several of you have asked me about using prizes as incentives to get kids to get out there and raise money. Last year the board put in to place this policy so you need to be aware of it if you want to do this. I have highlighted the parts that apply to you in the high school.

Here are some highlights to keep in mind:

- Be sure to know the definitions the district uses for prizes, awards and de minimis. If you plan on using incentives they need to fall within these definitions. **DON'T CALL THEM GIFTS -- THAT'S NOT ALLOWED.**
- Note that the de minimis for high school students is \$50.00. However, I encourage you to stay below that...remember, you are paying for these out of your profits.
- Note that the **TOTAL** amount that can be given away out of **ASB is \$5000.00**. **THAT IS FOR ALL CLUBS/TEAMS COMBINED.** That means that we need to record these...including sports awards/plaques/etc. that is purchased with ASB money (that includes your fund raising AND the awards that is paid for out of athletics (*Example*: Athletic department purchases a Captain, Most Inspirational & Most Improved plaque for the varsity teams. That is considered ASB money and goes towards our total of \$5000.00).
- Those of you that use corporate incentives (i.e. the “gold cards” that many of you do) must also record those as they go towards the total. The only time they don't count against us is if the company gives the incentive directly to the student and the school/coach/advisor/district does not receive it first. **I HIGHLY DISCOURAGE THESE TYPES OF INCENTIVES -- AGAIN, THEY ARE COMING OUT OF YOUR PROFITS, NOT THE COMPANIES'.** Get them to give you a better profit margin.

As always feel free to shoot me any questions you have and I will try to answer them as soon as I can but sometimes I need to do some research for you (as in this case).

Craig Lacy
WVHS ASB/Activities Director

School Board Policy 3515
Students

Student Incentives

The West Valley School District Board of Directors recognizes that providing students with prizes or awards can serve as a meaningful incentive for increasing academic achievement, promoting civility, encouraging physical fitness and for encouraging students to become responsible citizens, productive workers and lifelong learners.

The Board supports awarding incentives to recognize a student's academic, social, leadership and athletic achievements.

All incentives will support individual student achievement and the districts' curriculum, programs, academic or attendance goals. Therefore, every student recipient will receive an incentive only if the activity relates to the primary mission and goal of the district to increase student academic achievement.

District funds may be used, within the limits provided in model procedure 3515, to provide student incentives that meet the Board's objective of increasing academic achievement.

The superintendent or designee will develop procedures to implement this policy.

Cross Reference: Board Policy 3510 Associated Student Bodies
Board Policy 6114 Gifts

Washington Constitution, Article VIII, § 5 and § 7

Management Resources: *Policy News*, February 2011 Student Incentives

Board Policy 3515
Students
Student Incentives

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

The district will consider any prize or award amount equal to or less than \$15.00 (fifteen dollars) at the elementary/middle school level and \$50.00 (fifty dollars) at the junior high/high school level to be *de minimus*. In determining whether an incentive is a de minimis amount, the district will consider whether the amount is insignificant to a recipient for tax purposes and insignificant to the district.

The value of an individual student prize will not exceed \$15.00 (fifteen dollars) at the elementary/middle school level and \$50.00 (fifty dollars) at the junior high/high school level. The total amount of public funds disbursed by the district for prizes during a single academic year will not exceed \$3,000 for each elementary school, \$3,000 for each middle school and \$5,000 for each high school for each fund (General Fund building budget allocations and ASB).

Example: A \$15.00 (fifteen dollar) incentive certificate for perfect attendance or most improved grade point average is an acceptable use of public funds; or a district could provide an item valued at \$15.00 (fifteen dollars) such as a school uniform shirt or hat to an individual student. 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

The district is prohibited from using public funds to provide gifts.

The following are examples of prohibited gifts:

A. 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.

B. Flowers purchased for celebrations or to express sympathy.

C. Food, clothing or other items purchase 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 students efforts for fundraising that is related to ASB activities, but only if the activity is for a legitimate school purpose (academic achievement) and spending is in accordance with the board approved budget.

Example: ASB students raise money for student body activities. The student who raises the most money receives a pizza certificate incentive from ASB funds in recognition of their efforts. This is an acceptable incentive.

Corporate Incentives

Corporate incentives provided to the district for the benefit of students become district property.

If the incentive is 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 limits.

Recording Incentives

Incentives received will be recorded by the school. This will allow parents and teachers to view incentives provided to students and will also allow each school to analyze the distribution of incentives.

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