

MEALS AND REFRESHMENTS AT DISTRICT ACTIVITIES

The Board of Education recognizes that, occasionally it may be appropriate to provide refreshments and/or meals at district meetings and events held for a district or educational purpose. Any expenditure on such refreshments and/or meals must be approved in advance by the appropriate School administrator. Refreshments and snacks may be provided for meetings according to the following examples listed, but not limited to, below:

If..

- 1) 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.
- 2) The district is faced with business of an immediate nature and meetings of the district employees are essential at mealtime.
- 3) The district wishes to recognize the services provided by volunteers.

All expenses must be appropriately documented, including the date, the purpose of the meeting, and the group in attendance and submitted to the Business Office for audit and reimbursement.

Ref: Education Law §2118