

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 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 the incentives for an individual student will not exceed \$15.00 (fifteen dollars) annually. These amounts include tax and shipping costs.

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.

Candy as incentive is not allowed. Per USDA guidelines and Procedure 6700 P foods provided in school must meet certain nutrient requirements. School staff should reward students with non-food items or with healthy snacks or use other ways to recognize and award students, such as prime parking spot for a month, privilege, etc.

Gifts

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

The following are examples of allowable 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.

The following are examples of prohibited gifts:

- B. The district cannot pay the cost for staff to attend an optional training program. If training is required the district may pay with district funds;
- C. Flowers purchased for celebrations or to express sympathy; and
- D. Food, clothing or other items purchase for someone in need.

Cash awards and cash equivalents such as gift cards and gift certificates are not allowed. Gift cards are considered to have cash value, therefore, using them as incentives can be perceived as gift of public funds.

Associated Student Body Fundraising – Individual Student Incentives

ASB funds are designated as public funds of the school district per RCW 28A.325.020 and RCW 28A.325.033. 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.

ASB public funds cannot be used for anything under the general heading of gifts. While it is constitutionally prohibited (WA Constitution, Article VIII section 7) to make a gift of public funds, it is legal to give prizes or awards in recognition of achievement under certain conditions.

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.

Incentive prizes to sell items that are awarded by 3rd party/Vendor are not limited by this procedure.

North Kitsap School Foundation (NKSF) and Invest Ed

District is not allowed to use monies provided by NKSF and Invest Ed for gifts, incentives or candy. These monies are provided for specific purpose outlined in NKSF application that has been approved by both the SD and the Foundation and Invest Ed Program Coordinator Handbook.

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.

Summary of Basic Guidelines

Any plans for gifts, prizes or incentives should undergo careful scrutiny and pre-approval from the building principal and/or ASB.

If the District wants to provide more significant awards/gifts that are beyond this policy, it may do so by obtaining these items through donations from outside sources.

Cross Reference:

Board Policy 3510 (Associated Student Bodies)

Board Policy 6700 (Nutrition, Health, and Physical Fitness Procedure)

WASBO ASB Manual

InvestEd Coordinator Handbook

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