

VENANGO TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: LIVE WORK

ADOPTED: April 6, 2009

REVISED:

	135. LIVE WORK
1. Purpose	Live work is the keystone of the Venango Technology Center's instructional program.
2. Guidelines	The following guidelines will be in effect for implementing the live work concept: 1. The scheduling of all live work will be at the sole discretion of the instructor of the area of instruction for which the live work is to be accomplished. Appropriateness to timing within learning, complexity of work performed, and quantity of work within the shop at a given time are all criteria for determination of acceptance of a particular task. 2. An appropriate work order form and agreement will be signed by the instructor, administration, and party responsible for receiving the completed project and will be kept on file by the appropriate instructor. 3. Only persons directly connected with the center will be permitted to utilize the center for live work. 4. All outside live work will be performed on a thirty percent (30%) mark-up basis. 5. The established base prices in each area of instruction will prevail. 6. It is the policy that all work will be accomplished on a cash basis only. 7. The final determination for acceptance or rejection of live work will rest with the Venango administrative staff in accordance with the criteria outlined in this policy. 8. All materials and supplies purchased for live work projects will be charged to the Special Account of the Venango Technology Center: a. The Special Account is designed to enhance the educational process of the live work curriculum philosophy of the center.

	b. Inventories will be taken on a monthly basis by all areas using the Special Account and submitted to the main office within the first week of the month. c. All sales cards submitted to the main office will include the name and full address and affiliation with the center. d. Live work is restricted to the following: students, center staff, participating school districts and employees, functioning center committees, and outside service organizations via administrative approval. e. Special invoices that are received in the shop must include the name of the purchaser and/or center stock prior to submission to the main office.
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