

7.703 Promotional Credit Policy

Purpose:

This policy establishes the guidelines for the use of promotional credits earned from purchases of athletic equipment, apparel, or services. These credits are typically offered by vendors as a reward for bulk purchases or loyalty. The goal is to ensure the proper management, equitable distribution, and transparent use of these credits to benefit student-athletes and athletic programs.

Definition of Promotional Credits: Promotional credits refer to any rebates, loyalty points, discounts, or store credit provided by a vendor in relation to the purchase of athletic equipment, uniforms, or services. These credits may be redeemable for additional purchases or services from the vendor.

I. Management of Promotional Credits:

- All promotional credits earned through purchases must be reported to the school principal and athletic director.
- The Athletic Director (or designee) will be responsible for managing and tracking the credits.
- Promotional credits must be utilized within the same fiscal year towards students enrolled in athletic programs unless otherwise specified by district policy.

II. Approved Uses of Promotional Credits: Promotional credits should be used to support the following:

- **Purchasing additional athletic equipment:** Items such as balls, training gear, and other necessary supplies that directly benefit the students' athletic experiences.
- **Uniform replacements or upgrades:** Credits may be used for purchasing additional or replacement uniforms or sporting attire, helping reduce costs for the school or parents.
- **Facility enhancements:** Minor improvements to athletic facilities (e.g., training room equipment or gym supplies) may also be funded through these credits.

- **Professional development for coaching staff:** As long as it directly supports athletic programs, promotional credits can be used to pay for staff development programs.

III. Prohibited Uses: Promotional credits must not be:

- Used by staff, coaches, or administrators.
- Redirected for non-athletic purposes unless expressly approved by the district board.
- Converted to cash or other forms of currency.

IV. Transparency and Reporting:

- The Athletic Director shall submit an annual report on the use of promotional credits to the Director and School Board.
- The report should detail the amount of credits earned, how they were used, and their impact on the athletic programs.
- Parents and community stakeholders will have access to this report upon request to ensure accountability.

V. Vendor Relations: The district must ensure that all dealings with vendors related to promotional credits are ethical, transparent, and compliant with district procurement policies. Any vendor offering promotional credits must be approved through the standard procurement process to avoid conflicts of interest.