

**WHITE RIVER SCHOOL DISTRICT #416
ADMINISTRATIVE PROCEDURE**

No. 3515P

Student Recognition and Acknowledgement

Definitions

Recognition and acknowledgement may include, but is not limited to, a token item given to a student designed to commend for service, effort or achievement or to motivate or encourage a targeted behavior. All district awarded recognition and acknowledgements must fall within the goals and objectives of the school district.

Recognition and acknowledgements must be de minimis in **nature** and **amount**. The maximum dollar amount considered to be de minimis is \$50 per individual, per item, but may be less depending on the nature of the item. *For example: a pen set costing \$50 would be considered extravagant for that type of item and would not be considered de minimis, however an engraved trophy valued at \$50 could be acceptable.*

The total value of recognition and acknowledgements issued by a school during the school year must also fall within an aggregate de minimis limit. Maximum annual dollar amounts for elementary, middle and high schools are listed below.

- Elementary School annual aggregate limit \$5,000.
- Middle School annual aggregate limit \$10,000.
- High School annual aggregate limit \$15,000.

Vendor Supplied Recognition and Acknowledgements

If the district contracts with a vendor for a fundraiser and that vendor also supplies items to recognize student sales, participation, or effort, the value of those items must fall within district policy, unless the items are donated by an outside third party directly to the student(s).

Example: An elementary ASB leadership club conducts a candy bar fundraiser. The top seller will receive a new bicycle. A bicycle valued over \$50 could not be awarded by the fundraising company or the district. Prizes awarded by the fundraising company are a result of an agreement with the district, making the prizes property of the district and subject to the de minimis amounts. However, a third party (PTA, Rotary, local business), could choose to sponsor the prize and donate the new bicycle directly to the top selling student.

Records and Reporting

All items supplied for recognition require prior approval by the building principal or designee. District level programs require the prior approval of the program administrator.

Documentation is required showing evidence of the prior approval and the disbursement of items including those from third party vendors. Location and plans for unused items must be recorded.

Each school and department is responsible for tracking and monitoring aggregate dollar amounts at least twice per year to ensure that activities are within policy limits. A final report is due to the Business Office at the beginning of the school year, for the prior year.

Donations

All items donated to the District for recognition and acknowledgement must meet the de minimis criteria and may not have a value that exceeds \$50. However, a third party (PTA, Rotary, local business or private individual) may donate directly to a student identified by the school. Donated items are not subject to the reporting requirements or the annual aggregate limit.

WHITE RIVER SCHOOL DISTRICT
Student Recognition and Acknowledgement Request

Name of Requestor _____

School _____ Date _____

Rationale/Need for Recognition _____

Description of Item(s) _____

Will items be supplied by a third party? ___ Yes ___ No

If yes, please provide information on what entity is supplying the items.

Estimated Cost per Item _____ Estimated Combined Value _____

Additional Notes _____

Requestor Signature _____ Date _____

Administrator Signature _____ Date _____

WHITE RIVER SCHOOL DISTRICT
Student Recognition and Acknowledgement Report

Item Description _____

Actual Cost per Item _____

Actual Combined Cost _____

Purchase Order Number _____

Date Given	Item/Purpose	Quantity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Status of unused items _____

Plan for use _____

Staff Signature _____ Date _____

Administrator Signature _____ Date _____