AWARDS

To set guidelines regarding awards for motivation or recognition. Awards for students may include cash equivalent items (up to but not exceeding a value of $150) if the source of funding for the award is Campus Activity Funds and is for the direct benefit of students. However, the recipients for such awards are solely responsible for any taxes due. The District has established a threshold of $100.00 for purposes of awards for employees of the District. Awards must be in the form of tangible (non-cash equivalent) property and cannot exceed a value of $100.

GENERAL PROCEDURES FOR STUDENT AWARDS

Individual campuses may use campus activity funds to present awards recognizing students who have accomplished or achieved success in various areas valued by the campus, including, by way of example, attendance, special academic achievement, or participation in campus activities;

Individual campus administrators' engagement in a local practice of providing special recognition of achievement in the form of awards serves to improve morale, encourages students to strive to be successful by accomplishing campus goals, and
furthers the educational mission of the District;

Local campus activity funds may be used to purchase awards within the following guidelines:

1. Each individual campus principal and/or designee shall determine the criteria for the award.

2. The value of an award shall not exceed $150.00, no matter what the particular form of the award (e.g. cash, gift card, tangible personal property, etc.).

3. No individual student at a campus shall receive award(s) exceeding a cumulative value of $150.00 in a single calendar year.

4. Each individual campus principal/department budget manager and/or designee shall be responsible for tracking award amounts given to individual students.

GENERAL PROCEDURES FOR AWARDS TO NEISD STAFF

Individual campus administrators may wish to extend special recognition of positive achievement of campus goals by District faculty or staff. Accordingly, individual campuses may use campus activity funds and/or other District funds to present awards recognizing faculty or staff who have
accomplished or achieved success on campus, including, by way of example, attendance, high academic achievement by students, or sponsorship of students participating in campus activities.

Special recognition of achievement in the form of awards serves to improve morale, encourages faculty and staff to strive to be successful by accomplishing campus goals, and furthers the educational mission of the District.

Using a portion of the money raised by each campus or department for special awards for faculty or staff is an important benefit to these individuals and improves the educational experience.

The expenditure of campus funds and/or other District funds on special awards serves a legitimate educational purpose. As such, individual campus administrators may expend local campus activity funds or other District funds on awards within the following guidelines:

1. Each individual campus principal and/or designee shall determine the criteria for the award.

2. The value of an award shall not exceed $100.00, and must be in the form of tangible personal property (which excludes cash, cash
3. No individual faculty or staff member at a campus shall receive award(s) exceeding a cumulative value of $100.00 in a single calendar year.

4. Each individual campus principal/department budget manager and/or designee shall be responsible for tracking award amounts given to individual employees.

DONATED ITEMS TO BE USED AS AWARDS

Individuals, associations or companies may donate items to students, student groups or NEISD employees for the purpose of recognizing special achievements, including attendance, high academic achievement by students, or sponsorship of students participating in campus activities. In these instances, the donated items do not become the property of the District unless the award items are intended to benefit employees of the District and the District makes decisions about who is to benefit, in which case the above procedure applies. When awards are donated to students or student groups, any income tax responsibility rests with the recipient(s). The campus administrator will ensure that a disclaimer notice, reflecting this responsibility, is provided with each award.
Cash awards donated by a private party, association or company may be held in trust by the District in an agency fund to facilitate a pass-through of the monies to the recipient(s). By accounting for the monies in this manner, the items do not become the property of the District and the District assumes no responsibility for withholding any taxes due.

ISSUED
DATE: 03/10/08