

The Lafayette Catholic School Policy System

Policy Number: LCS Board of Education #131

Effective Date: March 29, 2005

Revision Date

Subject: Fee, Honorariums and Payments-In-Kind

Policy Content:

School system employees who represent the school as a consultant, expert or who attend or provide services to activities or functions sponsored by vendors or other entities shall report and remit back to the school any fees, honorariums, gifts or other payments-in-kind. These assets will be deposited into the general fund or donated to the school.

Approval of the appropriate principal is required prior to engaging in any outside activity as an official representative of the school.

Any employee of the system may conduct schools or camps to promote their respective activity. The department head must approve the activity in advance. The department head in conjunction with the principal will determine what and when the employee to conduct the school and or camp may use any school facilities. The employee must submit a projected revenue and cost estimate for the school or camp as a part of the approval process. The costs of the activity should be paid for from the activities' revenue. At the conclusion of the activity a schedule of the actual revenues and costs must be submitted to the department chair. The chair must approve of the disposition of the profit, if any, of the activity.

Approval Signatures:

St. Boniface Pastor Date

St. Lawrence Pastor Date

St. Mary Pastor Date