

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

2.6R1

Effective Date: March 3, 2010

Revised Date: June 10, 2013 *Denotes change

Section: Fiscal Management

Subject: Guidelines for Board Support for National Eligible Contest Competitors

Related Policy: 2.901 Financing School Trips

I. DEFINITIONS

**National Eligible Contest Competitors are those students who have placed first or second in state competitions.*

*The Marshall County Board of Education approved these guidelines on *June 10, 2013.*

II. PROCEDURES

1. *Students must place first or second in state competition to be eligible for board support to national competitions.
2. The Board will pay 90% of the cost for registration to the event (not any side or optional events), transportation, lodging, and extra meals (at prearranged rate).
3. The Board will only consider expenses for the students who will be competing and a sponsor. If more than one sponsor is needed, the school will need to send justification for more than one sponsor with the request for county support.
4. The Board will at the time of request, want to see a budget of the cost of the event and the source of the other 10% of funds needed.
5. After approval, the Board will issue a check to the school for approved contest expenses, and it will be the school's responsibility to keep receipts to back up the expenditures.
6. Someone from the Central Office (designated by the Director) will visit the school to see that proper documentation has been received and is on file for auditors.
7. If additional individuals attend the event, their expenses will be paid by the school or the individual.
8. Any teacher supervising students at a national competition will receive \$55 a day supplement for the days of conference and necessary travel days.

In determining whether funds will be contributed to a Marshall County school team or individual who earns the right to compete in an "educational national contest," the Board of Education interprets an "educational" contest as one in which students win first or second place in a state championship which gives them the right to compete in an Academic or Vocational competition at the National level.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools