

### VIP Lunch Procedures (PROC 401)

Pacific Elementary School District greatly appreciates the services of its many family and community volunteers. We also welcome visitors to the school for many reasons during the school year.

Most volunteers who choose to eat school lunch are asked to pay the full adult lunch price. These include volunteers who do tasks such as, but not limited to: supervising students, volunteering in classrooms, weeding, planting, pruning, gardening, picking up trash, sweeping or raking, mowing the lawn, helping in the school cafeteria, doing simple office tasks such as filing and answering phones, etc.

Most visitors who choose to eat school lunch are asked to pay the full adult lunch price. These include, but are not limited to, students and families considering transferring to Pacific Elementary School, visiting alumni, guests of students or staff, participants in educational programs who are visiting Pacific Elementary School as part of their program instruction, etc.

Under the following circumstances, the district will pay for a volunteer's school lunch:

- On the day the lunch is eaten, a volunteer is performing professional services, such as, but not limited to: handyman services, contractor services, electrician services, plumbing services, arborist services, highly skilled or specialized office work requiring prior expertise, skilled nursing, counseling, or other medical or mental health services, or other professional services requiring licensure or specialized skills not routinely possessed by staff or volunteers, AND
- Both the services being rendered and the provision of the lunch at the District's expense have received prior approval from the Superintendent or the Superintendent's designee.

Under the following circumstances, the district will pay for a visitor's school lunch:

- The lunch is eaten by a visitor to Pacific School who is a local or state politician or other official deemed of significance to the reputation, contacts, influence, or interests of Pacific Elementary School District by the Superintendent or the Superintendent's designee.

Lunches that meet the criteria above will be recorded by the Food Services Director or staff under the "VIP Lunches" staff account within SchoolWise. All such lunches will be billed at the normal adult (not staff) rate. This account will accrue a negative balance throughout the school year.

At the end of each fiscal year, district or COE accounting staff will pay the entire accrued balance within the "VIP Lunches" account by transferring funds from an appropriate account code or other financial resource.