

Administrative Procedure 7003 MR2

Work Experience – Projects

1. Student work experience projects may be done in cooperation with such outside public agencies or organizations as municipalities and service clubs.
2. The teacher or principal of the school involved is responsible for determining that the proposed project is appropriate in meeting the objectives of the program.
3. Once a project is deemed acceptable, a formal proposal will be prepared by the principal detailing the costs of the project's materials which are to be supplied by the other agency. This proposal is then presented to the other agency for acceptance, with a copy to the superintendent of schools and to the secretary-treasurer.
4. A minimum donation to the school may be required to cover the incentive component of the project if an incentive program is utilized.
5. Necessary materials may be delivered directly to the project site by the other agency or purchased by the school, which will in turn bill the other agency.
6. Materials purchased by the school may be processed through the "Supplies for Resale Trust Account", or the school district's account, as designated by the secretary-treasurer.