

BRUNSWICK AREA STUDENT AID FUND
STUDENT NEEDS FUNDING - GIFT CARD ADMINISTRATION POLICIES

STUDENT NEEDS ASSISTANCE

The secondary purpose of BASAF shall be to assist students who are attending elementary or secondary public schools in Brunswick or School Administrative District #75 who have medical and/or personal needs that interfere with their ability to attend school and/or be productive students. Such assistance shall include but not be limited to obtaining eyeglasses, dental care, clothing, goods and services necessary for the recipient to participate fully in the curricular and extracurricular activities required of or recommended to the student by the schools' administrators, teachers, nurses or other support staff.

USE OF GIFT CARDS BY ADMINISTRATORS, TEACHERS, NURSES OR OTHER SUPPORT STAFF (SATNOS)

To facilitate the timely and effective distribution of student needs funds, BASAF shall purchase an inventory of gift cards in \$50 increments. The Treasurer shall maintain a log of purchased gift cards (by gift card number), which shall be considered a BASAF asset until the gift card funds are expended. The Student Needs Committee Chair shall also maintain a log of the purchased gift cards in their possession and/or distributed to SATNOS. The Student Needs Committee Chair shall be responsible for distributing the gift cards to SATNOS, and will maintain a log of the status of the gift cards. When gift card funds are expended by SATNOS, an accounting shall be provided to the chair of the Student Needs Committee and ultimately to the Treasurer as to the use of the gift card. In addition to a copy of the receipt with respect to the purchase transaction, the accounting shall include the gift card number, the date of the purchase, the amount of the purchase, the number of students assisted by the purchase, [the names of the students assisted, if available] and description of the item(s) purchased.

When gift cards are distributed to a SATNOS, a copy of this policy statement shall accompany the gift cards. This policy statement shall also be posted on the BASAF website under the Governing Documents section.

NOTIFICATION TO SCHOOL ADMINISTRATORS, TEACHERS, NURSES, AND OTHER SUPPORT STAFF:

Brunswick Area Student Aid Fund Gift Cards are to be used to meet a student's medical and/or personal needs that interfere with their ability to attend school and/or be productive students. Such assistance shall include but not be limited to obtaining eye-glasses, dental care, clothing, goods and services necessary for the recipient to participate fully in the curricular and extracurricular activities required of or recommended to the needy student by the schools' administrators, teachers or nursing or other support staff.