FISCAL MANAGEMENT

Guidelines for Career and Technical Education Services Performed by Students

Periodically the students in the various secondary schools will perform certain services for citizens within the community and schools in the Division. The major objective for each career and technical education program must be educational advancement for the students. The services performed for the public should accentuate the instructional purposes of the school. Furthermore, all aspects of the service should be handled in a business-like manner which includes courteous service and proper recordkeeping procedures. Therefore, the following procedures are required to provide a consistent and business-like operation.

1. Proposed services will receive the principal's approval after consultation with the Supervisor of Career and Technical Education concerning proper justification with the curriculum.

2. All services provided will be governed by this regulation and recorded on the appropriate service agreement form (see attached).

3. The agreement form must be signed by all parties indicated before any service is performed.

4. A release clause for student, instructor, and school liability will be included as part of the service agreement.

5. Laboratory fees, fees for non-parts repair, cost of materials, and miscellaneous cost will be charged on the service agreement. All approved services will have a standard Divisionwide fee.

6. Payment for services performed plus parts and supplies must be made when the service is completed.

7. The cost of the service will be noted on the service agreement.

8. A receipt system will be noted as a part of the service agreement.

9. The patron will receive a copy of the service agreement/payment receipt.

10. The instructor will deposit the service payments with the school bookkeeper on a daily basis. A copy of each service agreement/payment receipt will accompany the daily deposit. These records will support the daily deposit.

11. The instructor will maintain a copy of the service agreements/payment receipts to patron and daily deposit receipt from the bookkeeper.
12. The school bookkeeper will maintain a separate account for each service area (i.e., auto technology, cosmetology, culinary arts, technology education, and welding).

13. All expenditures will be made by purchase order.

14. For expenditures, the instructor will sign all invoices before payment is made. The packing slip will acknowledge that the merchandise has been received.

15. School facilities and/or equipment, including School Division parts and supplies, may not be used unless specific authorization is given by the principal. School facilities/equipment may not be used for personal gain by students or employees of the School Division. (Community Use of School Facilities-Sections 8.1 and 8.12).

16. These procedures will apply to all repair/services performed, including those performed on personal property of students or instructors. Students and instructors will be charged the actual cost of parts and supplies.

17. In all other instances, Policy 426.01 and Regulation 426.01-1 shall apply.

The Associate Superintendent for Student Learning and Accountability is responsible for implementing and monitoring of this regulation.

The Associate Superintendent for Student Learning and Accountability is responsible for reviewing this regulation in 2016.
The CTE programs in Prince William County Public Schools draws on the community for certain equipment and vehicles to be serviced as related to laboratory instruction for the students. Such repairs and services are provided at the owner’s risk and neither the School Board nor any of its employees, either in their official capacity or individually, assume responsibility for any loss or damages resulting from this agreement.

1. This agreement must be signed by the owner of the vehicle. Vehicles will not be accepted from minors.
2. The registration card must be left with the vehicle to be repaired. The owner is responsible for personal items left in the vehicle.
3. Any damages, accidental or otherwise, to the vehicle, its parts, or contents, will be at the owner’s risk.
4. The quality of the repair work cannot be guaranteed. Any vehicle returned for additional work will be at the owner’s expense.
5. Due to the instructional purposes of the course, no time limit can be set for completion of the repair jobs.
6. Vehicles must be picked up within twenty-four (24) hours after notification that the work has been completed. If it is not removed during this period, the vehicle may be removed and stored at any commercial lot or garage at the owner’s expense.
7. All vehicles are accepted as “instructional aids” and may be used for instructional demonstration in any way deemed necessary by the instructor.
8. An estimate of repair costs will not be made. Only repairs arranged beforehand will be made. If additional repairs are found to be necessary, owner’s consent will be obtained before repairs are made.
9. All warranty claims are the responsibility of the owner.
10. On most repairs the owner will pay a lab fee of $5 for each repair job plus 20 percent handling charge over our cost of parts. All costs must be paid in full before any vehicle is released. Upon failure to pay full cost, car may be towed away, as provided for above, and charges shall be added to the storage cost.

I, __________________________________________ have read this service agreement and agree to release the Prince William County School Board, its employees, and students from any liability as stated herein.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part No.</th>
<th>Part</th>
<th>Cost</th>
<th>Work To Be Done – Repair Order – Labor Instruction</th>
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<td>Patron Name:</td>
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<td>Address:</td>
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<tr>
<td>Comments:</td>
<td>Total Parts</td>
<td>City/St/Zip:</td>
<td>Home Phone:</td>
<td>Work Phone:</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>20% Handling</td>
<td>Year</td>
<td>Make Model</td>
<td>Color</td>
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<tr>
<td>I.D. NO. VIN</td>
<td>License No.</td>
<td>Mileage</td>
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<td>TOTAL</td>
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DEPOSITS:

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<tr>
<th>Date</th>
<th>Method of Payment</th>
<th>Total</th>
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Received $ ____________ By ______________ on __________ Patron’s Signature ____________________
CAREER AND TECHNICAL EDUCATION SERVICE AGREEMENT
COSMETOLOGY

School_________________________________________ Date __________________________

Client_________________________________________ Phone Number__________________

Student Cosmetologist__________________________ Instructor______________________

The cosmetology program in Prince William County Public Schools draws on the community for clients to assist in the practical portion of course studies. Such services are provided at the client’s risk and neither the School Board nor any of its employees, either in their official capacity or individually, assume responsibility for any loss or damages resulting from this agreement.

1. This agreement must be signed by the client or parent/guardian if the client being served is a minor.
2. Clients may be used as an instructional aide and used in a demonstration deemed necessary by the instructor.
3. All services must be paid in full upon completion.
4. A list of services is listed below.
5. The cost of services is a $5 fee plus the cost of supplies.

I, _______________________________ have read this service agreement and agree to release the Prince William County School Board, its employees, and students from any liability as stated herein.

<table>
<thead>
<tr>
<th>Services</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Shampoo/Blow Dry/Curl</td>
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<tr>
<td>Hair Cut</td>
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<tr>
<td>Permanent Wave</td>
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<tr>
<td>Chemical Relaxer</td>
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<tr>
<td>Rinses and Conditioners</td>
<td></td>
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<tr>
<td>Hair Press and Thermal Curl</td>
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<tr>
<td>Manicure and Pedicure</td>
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<tr>
<td>Facial</td>
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<td>Braid</td>
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<tr>
<td>Eyebrow Arch/Wax</td>
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<td>Color</td>
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<tr>
<td>Retail Products</td>
<td></td>
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<tr>
<td>Lab Fee</td>
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<td></td>
<td>Total</td>
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</tbody>
</table>

Received $ ____________________ By ______________________________

Receptionist/Instructor
CAREER AND TECHNICAL EDUCATION PURCHASE AGREEMENT
CULINARY ARTS

School ________________________________ Date ________________
Client ________________________________ Phone Number ____________

The Career and Technical Education Culinary Arts programs in Prince William County Public Schools draw on the community to practice the preparation of basic food commodities and services. All commodities and services are provided at the purchaser’s risk and neither the School Board nor any of its employees, either in their official capacity or individually, assume responsibility for the quality of the commodities and services resulting from this agreement. There further shall be no warranties, expressed or implied.

1. This agreement must be signed by the purchaser.
2. All contracts must be paid in full upon completion.
3. Sale agreement is not to exceed the cost of food items plus 20 percent for miscellaneous costs.

I, __________________________________________________________ have read this agreement and agree to release the Prince William County School Board, its employees, and students from any liability as stated herein, and also understand there are no guarantees, expressed or implied.

Received $ _____________________ for ________________________________

By __________________________________________, on ________________, 20_____
Instructor

______________________________________________________________
Purchaser’s Signature
CAREER AND TECHNICAL EDUCATION PURCHASE AGREEMENT
TECHNOLOGY EDUCATION

School ___________________________________________ Date ______________________

Client ___________________________________________ Phone Number _____________

The Career and Technical Education programs in Prince William County Public Schools draw on the community for certain technology education projects to be sold. Such products are provided at the purchaser’s risk and neither the School Board nor any of its employees, either in their official capacity or individually, assume responsibility for any loss or damages resulting from this agreement. There further shall be no warranties, expressed or implied.

1. This agreement must be signed by the purchaser.
2. All contracts must be paid in full upon completion.
3. Due to the instructional purpose of the course, no time limit can be set for the completion of the product.
4. Sale agreement is not to exceed the cost of materials plus 20 percent for miscellaneous costs.

I, ___________________________________________ have read this agreement and agree to release the Prince William County School Board, its employees, and students from any liability as stated herein, and also understand there are no guarantees, expressed or implied.

Received $ _____________________ for ____________________________

By ___________________________________________ on __________________, 20____
   Instructor

______________________________________________
   Purchaser’s Signature
The CTE programs in the Prince William County Public Schools draw on the community for certain equipment and projects related to laboratory instruction for the students. Such repairs and services are provided at the owner’s risk and neither the School Board nor any of its employees, either in their official capacity or individually, assume responsibility for any loss or damages resulting from this agreement.

1. This agreement must be signed by the person requesting services.
2. The shop keeps project remnants.
3. The quality of the repair work cannot be guaranteed.
4. Due to the instructional purposes of the course, no time limit can be set for completion of the projects.
5. Projects must be picked up within twenty-four (24) hours after notification that the work has been completed. If it is not removed during this period, the project may be removed and stored at the owner’s expense.
6. All projects are accepted as “instructional aids” and may be used for instructional demonstration in any way deemed necessary by the instructor.
7. No cost estimates will be given.
8. Only repairs requested will be made. If additional repairs are found to be necessary, owner’s consent will be obtained.
9. On each project the owner will pay a lab fee of $5.00 for work completed plus 20 percent handling charge over our cost of supplies. All costs must be paid in full before any project is released. Upon failure to pay full cost, project may be removed, and charges shall be added to the storage cost.

I, ______________________________ have read this service agreement and agree to release the Prince William County School Board, its employees, and students from any liability as stated herein.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part No.</th>
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<th>Cost</th>
<th>Patron Name:</th>
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<td>Type of Project:</td>
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<td>Type of Welding Requested:</td>
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<td>Work to be Done:</td>
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</tbody>
</table>

Sub-Total

20% Handling

Lab Fee

Deposits

Total

DEPOSITS:

<table>
<thead>
<tr>
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Received $ __________ by __________ on __________ Patron Signature ____________________________