

**St. Johns County School District  
School Recognition Funds**

**Procedures for School Recognition Program**

1. Schools and the St. Johns County School District (SJCS D) are notified by the state that the school has earned school recognition funds.
2. Each school receiving school recognition funds determines a plan for the process of determining how school recognition funds will be used in the school.
3. ***The school submits a copy of the procedural plan along with an ORIGINAL, SIGNED, Funds Request Form from the SJCS D.***
4. The plan is reviewed for fidelity and signatures:
  - If the plan is approved it moves to 5
  - If the plan is not approved it is returned to the school for review.
5. The approved plan is sent to the Chief Financial Officer for disbursement of funds.

Note: all funds not paid out as a bonus is considered school funds. All items purchased become property of the school. If an individual does not take the bonus, but instead chooses to leave the funds in the budget in order to purchase equipment or supplies, all items purchased belong to the school, not the individual.
6. Each school with an approved plan will take appropriate actions to spend the funds.
7. Each school will provide the SJCS D Office of Planning, Accountability, and Assessment with a copy of the expenditures, and will also complete the required web-based entry of information at the following site:  
<http://www.flbsi.org/SchoolRecognition/reportMain.aspx>
8. Each Spring the SAC and Faculty should schedule a time to meet and develop a contingency plan for the development of a yearly process for the use of the School Recognition Funds.