



Section: PROGRAMS
Title: PROJECTS AND SERVICES
Adopted: September 17, 1996
Revised: May 15, 2007

	128. PROJECTS AND SERVICES	
<p>1. Purpose</p> <p>2. Priority</p>	<p>All supplemental work and services performed by students must be relevant to the established course outline and provide an experience that will be of instructional value to the students.</p> <p>The school will not accept any responsibility for loss due to fire, theft, malicious mischief or poor workmanship.</p> <p>The Lebanon County Career and Technology Center will not perform projects that substantially compete with local business establishments and will only consider requests utilizing the following priority.</p> <ul style="list-style-type: none"> a. Career and Technology Center b. Career and Technology Center Students c. Career and Technology Center Staff, JOC, Advisory Groups d. Home Schools, Staff and Boards e. Community charity, civic and nonprofit groups <p>All projects must be invoiced. Shop work agreements are required for each project and must be approved by the Administration before work begins.</p> <ul style="list-style-type: none"> a. Cost of parts and/or materials. b. Services required to complete the project (fees for outside contractors.) c. 25% service charge. (Any modifications must be pre-approved by the Administration.) d. Minimum \$5.00 fee if no material is used. e. Pennsylvania sales tax when applicable. <p>No money will be handled by teachers or students, except for Child Care, Cosmetology, Culinary Arts, Pastry Arts, or other special instances as approved by the administration.</p> <p>All payments will be handled by the Office. The person requesting the services will take the completed bill to the office, make payment, have the bill stamped paid and receive a receipt. Upon presenting the receipt to the instructor, the work will be released to the owner.</p>	

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All work must be paid for before the job is released to the person requesting service. School staff may charge work performed; however, these charges shall be paid within 30 days of receiving the completed job. All other requests for the charging of work performed must have the approval of the administration. School districts and community agencies who fail to remit payment within 30 days may be submitted to a collection agency.

Refer to Staff Handbook for Project Invoicing Procedures