

**CLASSIFICATION: Business and Noninstructional  
Operations****ADOPTED: 1/11/89****REVISED: 11/6/03****SUBJECT: Meetings: Service of Food and  
Nonalcoholic Beverages****PAGE: 1 of 2**

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The County Board of Education and the County Superintendent of Schools recognize that officers and employees often are required to promote understanding of schools and programs operated by the County Superintendent of Schools through personal contact with individuals and groups. Funds may be used to purchase food and nonalcoholic beverages such as coffee, tea, and/or soft drinks for participants in specific San Diego County Office of Education-sponsored workshops, meetings, award ceremonies, and other official activities in order to:

1. Communicate the Mission and Goals of the San Diego County Office of Education.
2. Provide assistance or direction to the County Board of Education, County Superintendent of Schools, and/or designee(s).
3. Increase community awareness of educational programs.
4. Promote individual and group support of local educational priorities.
5. Improve time management and staff effectiveness.
6. Commend exemplary service to education.

The County Superintendent of Schools and division assistant superintendents are authorized to provide the service of food, snacks, and nonalcoholic beverages such as coffee, tea, and/or soft drinks at San Diego County Office of Education-sponsored workshops, award ceremonies, or meetings at which school or community college district staff, students, community members, or other agency representatives compose the majority of participants. The cost per participant shall not exceed the cost reimbursement rate for lunch as specified in Administrative Regulation No. 3542. Any exceptions, such as meals and/or beverages for staff or costs exceeding the maximum authorized rate per participant require the specific approval of the County Superintendent of Schools or his/her designee.

**SAN DIEGO COUNTY OFFICE OF EDUCATION**

**ADMINISTRATIVE  
REGULATION NO. 3550**

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**Board Policy No.: 3500**

**Administrative Regulation No.: 3542**

**Derivation: Former Administrative Regulation No. 3300, Adopted 1/11/89 and Amended 6/21/90.  
Amended and Renumbered 3550 9/13/95. Amended 11/6/03.**

**Legal Reference: Education Code  
35160.1**