School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
August 1, 2025

Standard Operating Procedure
Community Use, Back to School Night, and Constituent Outreach Funding

PURPOSE:

To determine the process and allocation of School Board funds for Community Use and Constituent Outreach.

SCOPE:

Each School Board Member will receive $1,000.00 (inclusive of shipping and handling, delivery, and taxes) to spend on Community Use and Constituent Outreach initiatives per fiscal year.

Purchasing Options:

Option 1:
School Board Office facilitates purchases with School Board Member and Staff using the SBO P-Card.

Option 2:
School Board Members use personal card to purchase items and submit the itemized receipts to the School Board Office for reimbursement.

All purchases need to comply with FCPS policies, regulations and guidelines, and with all applicable Virginia and Federal laws. Review FCPS policies 1800, 1801, 4426, state and local government conflict of interest acts.

ROLES:

School Board Member and Staffers:
School Board Members and their staffers will be responsible for researching and costing out the items they wish to purchase to use for their Community Use and Constituent Outreach initiatives.

Clerk/Deputy Clerks:
The Clerk's office will be responsible for approving purchases when the P-Card is used. It is strongly recommended that purchases with a personal card are also cleared through the Clerk's office first to ensure that they will be reimbursable. Please note that the Clerk team is responsible ONLY for review and purchasing – staffers will need to coordinate all logistics, identify vendors/venues, and create proofs.

Support Tech II:
The Support Tech II will work with the Clerk's Team and School Board Member and their staff to complete the procurement and reimbursement processes.

TIMELINE:

Budget Opens:
The funding for all Community Use, Back to School, and Constituent Outreach initiatives opens July 1st with the beginning of the new fiscal year.

Budget Closes:
All purchases to be made with Community Use, Back to School, and Constituent Outreach initiatives must be completed on or before June 30th.

Ordering/Approving:
Approvals and proofs should be sent to the Clerk Team at least two business days in advance of the final approval of purchase.

GUIDELINES:

1. Per the June 13, 2026 School Board consensus, the following are allowable expenses for the Community Use, Back to School, and Constituent Outreach Fund:
    - Community use rental fees for SBM hosted events
    - SBM constituent materials (i.e. flyers/rack cards, FCPS information, school calendars - must comply with ODC guidelines)
    - Materials for SBM-hosted events (i.e. tablecloths, printed materials/ handouts to be provided at the event)
    - Food/drink for SBM Hosted Events
    - Items Used by SBM not covered by normal office supply budget (for example, more elaborate business cards or notecards)

2. There should be no FCPS funds spent on any merchandise or promotional materials that promote any individual SBM in his/her capacity as a candidate for office.

3. If a SBM wants to put his/her name on any merchandise or promotional materials, you need to do the following:
    - Include the School Board logo
    - Include the SBM's magisterial district or that the SBM is at-large
    - Provide official FCPS contact information for the SBM and/or staffer – we recommend using a QR code or bit.ly link, but at a minimum a telephone number or email address needs to be included. Without contact information, it could be considered to be electioneering.

4. All merchandise or promotional materials funded for these events should be consistent with FCPS's branding and communications strategies and be aligned with FCPS's educational mission and the Strategic Plan.

5. Any social media account information included must be the SBM's official FCPS account and CANNOT be a personal or political account.