

Hauppauge Public Schools Meal and Refreshment for Employees

(Board Of Education Policy 6831)

Name: Gary Campanelli

School/Department: High School Guidance

Event: College Fair

Actual Attendance: 50 people

Event Date/Time: Monday October 17, 2022

Event Location: High School

Itemized List of Attendees:

Presenters from various colleges talk to students about career options offered at their colleges.

Reason the event is being held at mealtime or why refreshments are appropriate:

Representatives travel to various schools that day. They need to set up before the event begins. Event is held 8th and 9th periods for students to attend.

Itemized list of actual expenses:


Whitsons will be providing meals for 50 people; cold lunch including beverages and dessert at \$9.00 per person for a total of \$450.

Signature of Requestor:  Date: 9/12/22
(Signature acknowledges that BOE Policy 6831 has been read and will be followed.)

APPROVALS (Office Use Only)

Department Supervisor:  Date: 9/12/22

Building Principal:  Date: 9/14/22

Superintendent:  Date: 9/16/22

Board of Education: _____ Date: _____