

## PLAINEDGE SCHOOL DISTRICT

### Student Paid Field Trips Procedures v1

#### Definition:

Student paid field trips are trips that have not been budgeted. They are paid for solely with student money which will be deposited into the General fund.

#### Procedures:

Student paid field trips require an additional level of scrutiny to ensure that they meet the parameters set forth by the Plainedge School District. They should have a solid foundation of educational value, have appropriate safeguards in place, and **the application should be submitted to the Assistant Superintendent of Curriculum and Instruction no later than October 1<sup>st</sup>, or at least 45 days prior to trip date.**

1. Requestor fills out the following forms and submits them to Building Administration for approval:
  - Application for Field Trip form
  - Transportation Office Application for All Scheduled Field Trips form
2. If approval is given, the Building Administrator will forward the forms to the Assistant Superintendent for Curriculum and Instruction.
3. Assistant Superintendent for Curriculum and Instruction will review the submission and, if approval is given, he will forward the original forms to the Transportation Department. A copy of the Application for Field Trip form will also be given to the Business Office.
4. The Supervisor of Transportation will review the paperwork, assign a trip number and schedule a bus for the trip. A copy of the Application for Field Trip form and a copy of the Transportation Office Application will be sent to the Business Office. Copies of both forms will also be sent to the Building administrator who approved the trip and to Assistant Superintendent for Curriculum and Instruction. A listing of field trips will be kept by the Business Office. **Please do NOT send out permission slips to students until approved forms have been received by the Building Administrator.**
5. The requestor will collect the money needed to cover **all costs** of the field trip (**admission fees, bus costs, tolls if applicable**), and submit all funds to the Business Office as soon as they are collected, **at least 30 days prior to trip date**. If money is to be held in the school longer than one day, it should be housed in the school's safe and the Building Principal should be apprised of its presence. **Student checks should be made payable to "Plainedge School District."** Included on the check, in the memo, should be the student's name, the field trip name and the school name. The following should be sent to the Business office:
  - Memo to the business office indicating name and date of Field trip, the number of checks and the total amount of money collected.
  - Copies of every check collected.
  - An updated copy of the Application for Field Trip form.

The Business Office will deposit all monies into the District's General fund account for field trips.

6. Payment to vendor(s):
  - Requests for payment must be submitted by the school's Main Office via a Field Trip Claim Form. **This form must be accompanied by a list of students, faculty and chaperones, along with the vendor invoice.**
  - If a contracted bus is to be used, **the bus company invoice, along with a copy of the approved Field Trip application form, should be forwarded to Transportation.** Once the invoice has been signed by the Supervisor of Transportation, the invoice and copy of the Field Trip application form will be forwarded to the Business Office, where a check will be cut payable to the bus company.

**\*\*\*PLEASE NOTE:** Because Accounts Payable checks (from the Business Office) are cut only 2x/month (around the 15<sup>th</sup> and 30<sup>th</sup> of each month), any check needed for a field trip (for charter buses, etc.) must be requested **at least 4 days prior to a check run**, and include any supporting documentation necessary (e.g., class lists).