

# Needham Public Schools



## Checklist and Financial Guidelines for Student Trips Information for Students & Advisors

REVISED 10/11, 2/15

# Check List for School Sponsored Trips

The following steps must be completed prior to taking school sponsored trips. Detailed student trip guidelines and forms are attached.

<input type="checkbox"/>	<b>Complete Field Trip Request Form and Submit to Principal for Approval.</b> The attached Field Trip Request Form is used to seek approval of student trips and associated fundraising activities. It is required for all trips that involve expenditures or student fees. (Use of this form in other situations is at the discretion of the Principal/ Director.)
<input type="checkbox"/>	<b>(Overnight / Out of State / International Trips Only) Attend Planning Meeting.</b> A mandatory planning meeting is required for all overnight, out-of-state and international trips between the faculty coordinator, the Principal and School Bookkeeper (as well as other staff designated by the principal), for the purpose of planning the financial and administrative aspects of the trip.
<input type="checkbox"/>	<b>Send Information Letter to Parents/Guardians</b>
<input type="checkbox"/>	<b>Collect Parent Permission Forms.</b> Parents/guardians must give their permission for students to participate in any school-sponsored trip. The attached form, developed by Town Counsel, should be used. This form may be amended to include additional information, but may not be adjusted to remove or alter existing language.
<input type="checkbox"/>	<b>(If Fundraising by Non-School Groups Involved) Liability Waiver Signed.</b> School Committee policy requires non-school groups (such as parents or booster clubs), who conduct fundraising events on behalf of student groups, to sign the attached liability waiver and submit it to the School Principal in advance of the fundraising event.
<input type="checkbox"/>	<b>Collect Trip Funds; Deposit with Bookkeeper</b>
<input type="checkbox"/>	<b>Prepare Expenditure Requests; Submit to Bookkeeper</b>
<input type="checkbox"/>	CORI Approval for Chaperones (through the Office of Personnel)
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____

## Attachments:

- Attachment A – Field Trip Request Form (SAA-2)
- Attachment B – Parent Permission Slip
- Attachment C – Release of Liability and Indemnification Form (for Fundraising by Non-School Groups)
- Attachment D – Receipts Log Form
- Attachment E – Payment Request Form (SAA-8)
- Attachment F – Student Trip/Event Petty Cash Reconciliation Form (Form SAA-5)
- Attachment G – Statement of Final Accountability for Student Travel (Form SAA-3)
- Attachment H – Event Financial Report (Form SAA-4)

All Forms Available Online at: <http://rwd1.needham.k12.ma.us/finance/staff%20forms>

*Return completed form to School Principal*

# Trip Financial Requirements for Students and Advisors

## General Requirements:

- Proper planning, and timely processing of deposit and expenditure requests are essential to the success of any student trip. Please see the **Global Travel Handbook** for trip planning information and valuable tips. The Handbook is available online at: <http://rwd1.needham.k12.ma.us/finance/Procedures>.
- All student trips must be pre-authorized by the Building Principal using the attached **Field Trip Request Form (SAA-2)**. Overnight travel requires the following additional approvals: initial approval of the School Committee and subsequent approval of the Superintendent. The information you will need to complete the form is: date of travel, destination and purpose of trip, estimated departure and return times, number of students and chaperones traveling, an estimate of expenses and funding sources, the calculated per student fee, the fundraising plan (if applicable), and the signature of the Principal, Nurse, and Superintendent (if applicable.)
- Parent permission forms must be obtained from every student who will participate on a school trip. A blank **Permission Slip** is attached.
- All funds collected or raised toward a student trip – including student fees, donations and fundraising proceeds - must be turned over to the School Bookkeeper and deposited into the School's Student Activity Account. Under no circumstances shall funds: be paid directly to a vendor, be given to another organization for safekeeping (such as parents, the PTC, or the Boosters), be deposited into a participant's personal bank account (or any other non-school account), or be retained for 'petty cash' purposes.
- All trip expenses – including, transportation, lodging, meals, admissions, events, and activities- must be paid from the School Student Activity Account. PTC's, parents, and other non-school groups may not pay trip expenses directly, although they *may* elect to donate funds to the Student Activity Account to offset the cost of the trip.
- Students are responsible for raising enough funds to cover trip expenses. School faculty and staff are responsible for guiding students, and for ensuring that trip procedures are followed.

## Fundraising, Trip Fees, and Donations:

- Only Needham Public School students and staff members are allowed to receive funds for deposit. Volunteers and other non-school personnel may not collect or handle school funds, including trip-related monies.
- Students who wish to organize fundraisers may sign out the following items from the School Bookkeeper: a) a \$50 cash box (for purposes of making change) and b) rolls of pre-numbered tickets for sale. Instructions for using the cash box and selling tickets are available at the Business Office website at <http://rwd1.needham.k12.ma.us/finance/Procedures>, under "Student

Activity Procedures.” The cash box (with beginning balance intact) and any unused tickets must be returned to the School Bookkeeper at the conclusion of the event.

- Parents, booster groups and other non-school groups who conduct fundraising on behalf of student groups must sign a **Liability Waiver** and submit it to the School Principal in advance of the fundraising event (School Committee Policy #DFC.) In addition, it is recommended that non-school groups purchase insurance for the group’s protection and adhere to the Town’s facilities use policy, if the fundraiser is held at a school facility.
- School organizations and NPS students are prohibited from conducting raffles and other games of chance. (M.G.L. Ch. 271, s. 7a)
- Checks should be made payable to “Needham Public Schools,” or to the specific school/program (e.g., “Needham High School/ Class of 2010.”) Under no circumstances shall checks or money orders be made payable a specific student or employee. Checks must be written in the correct amount (we can not give change), and should not be post dated. All checks require a name, address, and a signature.
- All trip payments received must be recorded on a **Receipts Log**. The **Receipts Log** – which is required by law - is a running record of all cash/checks/payables received by your group or activity. Teachers may find it easiest to record student payments on a pre-printed class list or trip roster, which also is acceptable, provided that the payment amount and date are noted. A copy of the Receipts Log (or class/trip roster) is turned over to the School Bookkeeper, along with funds for deposit.
- Staff members are encouraged, but not required, to issue receipts for payments received by mail, directly from students, or when a cash box is used to sell tickets or other items (provided the cash box procedures are followed). Cash receipt forms are available from the School Bookkeeper.
- All monies collected must be turned over to the School Bookkeeper for deposit by the end of the business day. Funds collected after hours or on weekends (at fundraising events, for example) should be returned to the school for safeguarding in the school safe/locked cash box and turned over to the School Bookkeeper on the next business day. The following documents must be accompany any cash given to a bookkeeper for deposit:
  - Receipts Log (or Class List/Participant Roster with payment information noted)
  - Cash Receipts (if applicable)
  - Additional Documents Required if Cash Box Used:
    - Cash Drawer Reconciliation Sheet
    - Daily Tally/ Sales Sheet
    - Ticket Sales Reconciliation Form (for ticket sales only.)

### **Trip Payments & Expenses:**

- Payments for trip expenses are requested using the **Payment Request Form (SAA-8)** and given to the Bookkeeper for processing. Original invoices or receipts must accompany each payment request, and the Principal, Advisor and Student Treasurer (if any) should sign the form.

*Return completed form to School Principal*

- Typically, checks are cut through the Town's regular Accounts Payable Warrant, within two weeks of being processed. If payment is needed sooner, manual checks can be obtained with 48 hours notice from the school's checking account for field trip admissions, or emergency/unanticipated expenses. Manual checks require the additional signature of the Town Treasurer if over the following amounts: \$3,000 for elementary and \$10,000 for secondary. Additionally, if an inter-bank transfer is required to cover the purchase, the payment may take up to 72 hours to complete.
- The Needham Public Schools will reimburse students and staff-members for legitimate trip-related expenses, with the approval of the Building Principal and Director of Financial Operations. *Unfortunately, Needham Public Schools will NOT reimburse parents or other non-school personnel for their out of pocket expenses.* Additionally, since the state has determined that it is a conflict of interest to accrue rewards points when personal credit cards are used to purchase items on students' behalf, NPS will deduct the rewards dollars from any employee reimbursements.
- *No payments will be made, unless sufficient funds are on deposit in the club/class account to cover the expense – **no exceptions.***
- Student activity funds may not be used to pay trip-related salaries or wages. (School Committee Policy IGDG/DIB)
- Equipment and supplies purchased with student activity funds are the property of the organization, not of any individual student, advisor or interested party.
- State law prohibits expenditures on alcohol and tobacco.
- School-sponsored trips, funded entirely from the school's Student Activity Account, are exempt from Chapter 30B Uniform Procurement Act requirements. Students and teachers are encouraged, however, to use best business practices when planning trip expenditures, to safeguard student funds.
- Conflict of Interest requirements (MGL Ch 268A) prohibit public employees and officials from using their official position to obtain unwarranted privileges, or use public resources for private gain. As such, student activity funds may *not* be used for any purpose unrelated to student activities, or for the benefit of any individual. In addition, the travel expenses of friends or family members *cannot* be made through the Student Activity account, unless these individuals have been appointed by the Principal to act as an official chaperone on the trip. (*Conflict of interest disclosure may be required.*)

## Pocket Money for Students and Petty Cash for Trips:

- Do *not* collect personal “pocket” monies from students for trips, unless required as part of a travel package fee. Each individual student should plan to bring an appropriate amount of spending monies for tips, snacks, souvenirs, and other incidental expenses. These spending monies are considered to be students’ personal funds and are not to be deposited to the Student Activity Account.
- If a cash advance is needed to pay transportation, lodging, meals, admissions, events and other charges during a trip, parents must provide written authorization to the Needham Public Schools to release funds from the Student Activity account to a designated faculty member. The faculty member will be required to collect receipts and keep a detailed accounting of expenses on the **Student Trip/Event Petty Cash Reconciliation Form (Form SAA-5)**. Petty cash use will be audited at the conclusion of each trip; unspent petty cash funds must be returned to the Bookkeeper for re-deposit into the Student activity account.
- Please contact the School Bookkeeper to request petty cash for your trip.

## Trip Wrap-Up:

- At the completion of each trip, the School Bookkeeper must prepare a **Statement of Final Accountability for Student Travel (Form SAA-3)** for each trip, and send it to the Director of Financial Operations along with a final **Event Financial Report (Form SAA-4)**, showing a complete listing of itemized trip expenditures; and a completed **Student Trip/Event Petty Cash Reconciliation Form (Form SAA-5)**, which accounts for advance funds received (if applicable.) Any petty cash amounts that are returned to the Student Activity Agency account must be noted on the reconciliation form.

*Bon Voyage!*



*Return completed form to School Principal*

## Attachment A

<input type="checkbox"/> Overnight
<input type="checkbox"/> Out of State
<input type="checkbox"/> International

# STUDENT ACTIVITY ACCOUNT

## *Field Trip Request Form*

This form must be completed and signed by the Principal, prior to each academic or extra-curricular field trip. Overnight trips require the initial approval of the School Committee. The Superintendent approves all subsequent trips, with 30 days prior notice. This form must be completely filled out. Forms with incomplete or missing information will be returned without approval:

**SCHOOL:** \_\_\_\_\_ **SCHOOL CLUB/CLASS:** \_\_\_\_\_

**TRIP INFORMATION:**

<b>Trip Destination:</b>			
<b>Trip Contact Name &amp; Phone:</b>			
<b>Travel Agent Name &amp; Phone:</b>			
<b>Travel Dates and Times:</b>	<b>Departure:</b>		<b>Return:</b>
<b>Mode of Travel:</b>			
<b>Purpose of Trip/ Connection to NPS Curriculum:</b>			
<b>Additional Information for Overnight Trips:</b>	Attach travel itinerary, travel budget and list of students. Itinerary should describe travel, transportation, accommodations and other pertinent information.		
<b>Global Competence Program Requirements Satisfied? (NHS Only)</b>			

**TRIP LEADERS & CHAPERONES:** (List all participants by name. Add additional sheets, as necessary. Check box to identify parents and other non-NPS Personnel)

<b>Trip Leader Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Trip Co-Leader Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Chaperone Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Chaperone Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Chaperone Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Chaperone Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>
<b>Chaperone Name:</b>		<b>Parent/Non-NPS?</b> <input type="checkbox"/>



## Attachment A

### TRIP BUDGET/ FEE CALCULATION:

Expense Budget: <i>(Include cost of all students and chaperones. Attach travel budget if available.)</i>		\$ Amount
<b>1</b>	<b>Cost of Travel:</b>	\$
<b>2</b>	<b>Cost of Admission:</b>	\$
<b>3</b>	<b>Other Cost:</b>	\$
<b>4</b>	<b>Other Cost:</b>	\$
<b>5</b>	<b>Grand Total Expenses:</b>	\$

Funding Sources:		
<b>6</b>	<b>Anticipated Donations from Outside Sources: <i>(Describe below)</i></b>	\$
<b>7</b>	<b>Anticipated Revenue from Fundraising: <i>(Describe below)</i></b>	\$
<b>8</b>	<b>Subtotal Donations &amp; Fundraising <i>(Excluding Student Fees):</i></b>	\$
<b>9</b>	<b>Additional Funding from Student Fees:</b> <span style="float: right;"><i>(Row 5 Minus Row 8)</i></span>	\$
<b>10</b>	<b>Grand Total Funding Sources:</b> <span style="float: right;"><i>(Must Equal Line 5)</i></span>	\$

Calculating Per Student Fee:		
<b>11</b>	<b>Total # Students Traveling:</b>	
<b>12</b>	<b>Anticipated # Student Scholarships:</b>	
<b>13</b>	<b>Net # Student Fees to Collect:</b> <span style="float: right;"><i>(Row 11 Minus Row 12)</i></span>	
<b>14</b>	<b>Per Student Fee Amount: <i>(Collect this fee from students.)</i></b> <span style="float: right;"><i>(Row 9 Divided by Row 13)</i></span>	\$

**Description of Outside Funding Sources (including In-Kind Contributions):**

  
  
  

**Fundraising Plan (if applicable)\***

  
  
  

\* **School Committee Policy # DFC:** Prior approval of the Building Principal is required for all fundraising at school-sponsored events, on school property, or organized by students or school groups. Non-school groups may conduct raffles or games of chance to benefit Needham Public Schools (NPS), with the prior approval of the Building Principal and in accordance with relevant laws. (MGL Ch271 s7A prohibits school organizations and students from conducting raffles or other games of chance.) Non-school groups, such as PTCs and Boosters, must agree to indemnify and hold harmless NPS from any claim related to the event. Superintendent approval of the fundraising activity is required, if more than one school is involved. All donations and fundraising proceeds must be accepted by vote of the School Committee, before they may be used or expended.

### Signatures:

<b>Principal:</b>		<b>Date:</b>	
<b>Nurse:</b>		<b>Date:</b>	
<b>Superintendent:</b> <i>(Required for Overnight/ Out-of-State/ International Travel and Multi-School Fundraisers)</i>		<b>Date:</b>	
<b>School Committee:</b> <i>(Required for Initial Overnight Out-of-State/ International Travel)</i>		<b>Date:</b>	

Return completed form to School Principal



**Attachment B**

**NEEDHAM PUBLIC SCHOOLS  
PERMISSION FORM FOR SCHOOL SPONSORED TRIPS AND EVENTS**

Student's Name: \_\_\_\_\_ has my permission to participate in  
the school sponsored trip/event to \_\_\_\_\_

on \_\_\_\_\_\*. I understand that the mode of transportation to and from this trip/event will

be:  School Bus  Private Vehicle  Other \_\_\_\_\_.

- I understand this trip/event is optional and attendance by my child is not required.
- I understand that the people in charge will take responsible precautions for the safety and welfare of all students involved.
- I understand that the Superintendent may cancel this trip/event up until the time of departure for any reason. The Needham Public Schools will not be responsible for making refunds for goods or services not received due to such cancellation, however reasonable efforts to obtain such refunds will be made.
- I have instructed my child to behave in a proper manner at all times so as to reflect credit on his/her parents and school and to act in accordance with directions given by those in charge.
- In consideration for my child's participation in the above-described trip/event and except in the case of reckless or willful misconduct, I expressly hold harmless from and waive against the Town of Needham, the Needham Public Schools and their employees, agents and assigns, any and all claims for medical expenses, loss of services, injury to person or property, death, loss of consortium or other claims that may occur at or traveling to or from the trip/event.
- I further consent to emergency treatment by a physician in the event of injury to or illness of my child during his/her participation in the above-described trip/event. I accept full responsibility for all costs for any such emergency treatment.
- If applicable: I give permission for my child to be given his/her medication (name and dose):

\_\_\_\_\_ by the person delegated by the School Nurse.

I/We have read and understand this Form and sign it voluntarily with full knowledge of its significance.

\_\_\_\_\_  
Parent/Guardian (only one signature required)

\_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\* Note that if a fee is required to attend this field trip/event, scholarship money to cover the cost of the fee is available. Check here  if you are interested in the field trip/event scholarship. I understand that this information is confidential.

*Return completed form to School Principal*

**Attachment C**

**NEEDHAM PUBLIC SCHOOLS  
RELEASE OF LIABILITY AND INDEMNIFICATION FORM**

I/We \_\_\_\_\_ expressly agree to defend, indemnify and hold harmless from, and waive against, the Town of Needham, the Needham Public Schools and their employees, agents and assigns, any and all claims for injury to person or property, death, medical expenses, loss of services, loss of consortium or any other claims that may occur as a result of the \_\_\_\_\_ (title/description/location of fundraising event).

I/We have read and understand this Form and sign it voluntarily with full knowledge of its significance.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Vendor/Concessionaire/Service Provider

**Attachment D**

**Needham Public Schools  
Receipts Log**

<b>School/Department</b>	<b>Period Beginning</b>	<b>Period Ending</b>	<b>Page #</b>	<b>Of</b>	<b>Pages</b>

#	Date Rec'd	Empl'ee Initials	Received From	Payer Name	Description	Payment Type	Rec'd by Mail?	Receipt #/ Check #	Cash Bag Control #	Amount
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

NPS Form – Receipts Log Form A 8/26/05

Attach copy of this form to Deposit Transmittal Sheet. . Retain original form in School/Department records.

Return completed form to School Bookkeeper

# Attachment E

NEEDHAM PUBLIC SCHOOLS  
STUDENT ACTIVITY ACCOUNT  
Payment Request Form

SAA - 8

School: \_\_\_\_\_ Bookkeeper: \_\_\_\_\_

Club/Class: \_\_\_\_\_ Date: \_\_\_\_\_

Account # \_\_\_\_\_

Payee:  
(Payee Name &  
Address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment Amount:

Special Payment Instructions: (Check All That Apply)

Date Payment Required: \_\_\_\_\_

Hand Carry Payment? Yes  No

Date of Event: \_\_\_\_\_

Reimbursement Request? Yes  No

SAA Check #: \_\_\_\_\_

Completed W-9 Attached? Yes  No  (Only for New Vendors)

Other (Describe):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Be Completed by School Bookkeeper:

Requested By: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

Student Treasurer: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

To Be Completed by NPS Accounting:

Documentation Complete? Yes  No

Signed By: \_\_\_\_\_

Other (Describe):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return completed form to School Bookkeeper

## Attachment F

**NEEDHAM PUBLIC SCHOOLS  
STUDENT ACTIVITY ACCOUNT  
Student Trip/ Event Petty Cash Reconciliation Form**

SAA - 5

School: \_\_\_\_\_ Funds Custodian: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Total Student Activity Funds Received (A)

\$ Amount
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Student Activity Expenditure Log:						
Date	invoice #	Vendor	Description of Expense	\$ Amount	Invoice Attached?	Affadavit Attached?

Balance to Remit to Student Activity Fund (B)

0
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*Return completed form to School Bookkeeper*

# Attachment G

NEEDHAM PUBLIC SCHOOLS  
STUDENT ACTIVITY ACCOUNT  
Statement of Final Accountability for Student Travel

SAA - 3

Club/Class: \_\_\_\_\_ School: \_\_\_\_\_

Trip Destination: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

**Documentation Attached:**

Event Financial Form Attached? Yes  No  Does the Form Itemize All Expenditures? Yes  No

Club P&L(s) Attached? Yes  No  Trip Expenses Highlighted & Tie to Event Financial? Yes  No

Cash Advance Made? Yes  No  Trip Petty Cash Reconciliation Attached? Yes  No

Other (Describe):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures:**

Preparer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by NPS Accounting:**

Reconciliation Complete and Accurate? Yes  No

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Note:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Attachment H

**NEEDHAM PUBLIC SCHOOLS  
STUDENT ACTIVITY ACCOUNT  
Event Financial Report**

SAA - 4

Club/Class: \_\_\_\_\_  
Event: \_\_\_\_\_

Date: \_\_\_\_\_  
Event Dates: \_\_\_\_\_

**Income:**

Recap Date:	Recap #	Source	Amount
<b>Subtotal Income</b>			<b>0</b>

**Expenditures:**

Check Date	Check #	Source	Amount
<b>Subtotal Expenditures</b>			<b>0</b>
<b>Net Event Balance</b>			<b>0</b>

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_