

## **Outdoor Education Procedure**

Sixth Grade Outdoor Education is considered an enrichment activity, the same as a field trip, and is an allowable line item for PTA budgets. Fieldtrip activities are the responsibility of school staff not PTA. PTA simply donates funds and is not responsible for organizing, signing contracts, insurance or payment for this event. The PTA determines how much they want to donate to the Sixth Grade Outdoor Education program and will fundraise to meet this goal. This amount may be less than the total expense of the trip.

The Outdoor Education program should be discussed at the newly elected incoming PTA President's annual goal setting meeting with the School Principal; which is done once the PTA elections are completed in May. This program may only be considered by the PTA Board with the principal's recommendation.

If the principal has approved the program it should then be presented to the PTA board and association at the first Association Meeting in September (or the last meeting of the year, usually in June, when the new PTA budget is approved).

If the PTA Association does not approve with a majority vote the program will not be provided by the unit for the current year.

If the program is approved the following procedure should be followed:

1. The Expenses will include the cost of the following (to be estimated by the Principal):
  - Fee per student
  - Transportation
  - Teacher stipend(s)
  - Substitute costs
  - Additional Expenses (aides, etc.)
  - Scholarship coverage

The Income may be generated by PTA fundraising efforts throughout the year for the class's benefit or Parent Donations made directly to the school for the benefit of their child. Any funds collected must clearly state that funds will be used for Outdoor Education. At no time should the PTA collect money earmarked for a specific child.

2. Fundraising may only be done for the current year's 6<sup>th</sup> grade class that will be attending Outdoor Education in the current year.
3. All fundraising must be clearly identified as non-refundable, non-transferable and non-assignable to an individual child.

4. The funds are gifted to the district using the correct PTA procedure (must specifically note for Outdoor Ed only) using the PYLUSD gift form and the PTA Fiduciary Agreement (examples attached).
  
5. If fundraising efforts do not meet the needs of this program, the board/association may use the funds for other 6<sup>th</sup> grade enrichment programs in the current year (PTA regulations do not allow units to carry over money in the district account). If the PTA has not planned to fund the program in its entirety then the parents may be asked to pay the difference to the school district directly for their child's participation.

Please Note

This policy became effective September 2010; special consideration should be given to classes that have already begun their fundraising efforts in prior years. These schools will need to either continue to provide this program for those classes and "grandfather" in the PTA provided program for future classes or gift the funds to the district on behalf of the PTA for Outdoor Ed.