### GREAT OUTDOOR (GO) SCIENCE PROGRAM

#### **PAYMENT METHODS**

## A. IMPREST FUND - or - STUDENT BODY ACCOUNT

✓ Make check(s) payable to: Los Angeles Unified School District

Memo: GO Science Prog (insert camp date, e.g. 03/15/19)

Mail payment and a copy of the invoice to: Beyond the Bell

Beaudry Bldg, 29th Floor Attn: Rocio Estrella-Pat

#### B. TITLE I FUNDS

The school must provide:

- √ a copy of their Single Plan for Student Achievement (SPSA) plan page that displays the description of Great Outdoor (GO)
  Science Program and
- ✓ a copy of their budget page that includes the description and program cost as proof that funds have been allocated

If GO Science Program was not included on their SPSA:

- ✓ The school and their LD Fiscal Specialist must initiate an SPSA Modification. [Link: <a href="https://achieve.lausd.net/fsep">https://achieve.lausd.net/fsep</a> (form found under School Plan for Student Achievement)]
- ✓ Federal and State Education Program (FSEP) office provided a step-by-step flowchart to assist with the SPSA Modification (Flowchart attached)
- ✓ Must provide a copy of the SPSA Modification form and should include all signatures of approval
- Must provide a copy of their finalized budget transfer (sometimes sent in a form of a screen shot)
- Copies to be e-mailed to Catherine.Tong@lausd.net, Rocio.Estrella@lausd.net, and Mirna.Vasquez@lausd.net
- ✓ Fiscal Specialist can contact Catherine Tong by e-mail or phone at (213) 241-7900 for assistance

#### C. GENERAL FUNDS ACCOUNT

- ✓ The school and their Local District (LD) Fiscal Specialist initiate a Budget Adjustment (BA/BAR) to transfer funds into our Site Determined Needs account. Please note, sometimes they refer a BA as BAR which refers to Budget Adjustment Request.
- ✓ Site Determined Needs account information

FUND CENTER:	1153101
FUND:	010-0000
FUNCTIONAL AREA:	0000-7200-14471
COMMITMENT ITEM:	430001
FUND CTR DESCR:	BTB-Outdoor & Envrnmntl Ed
INVOICE:	(see invoice by Mirna Vasquez)

- Must provide a copy of their approved BA/BAR Request form by e-mail to Catherine.Tong@lausd.net, Rocio.Estrella@lausd.net, and Mirna.Vasquez@lausd.net (all signatures required)
- ✓ Must provide a copy of their finalized BA/BAR by e-mail to **Catherine.Tong@lausd.net**, **Rocio.Estrella@lausd.net**, and **Mirna.Vasquez@lausd.net**
- ✓ Fiscal Specialist can contact Catherine Tong by e-mail or phone at (213) 241-7900 for assistance

## D. DONATION ACCOUNT

- ✓ The school and their LD Fiscal Specialist initiate a Budget Adjustment (BA/BAR) to transfer funds into our Donation account.
- ✓ Donation account information

FUND CENTER:	1153101
FUND:	010-0000
FUNCTIONAL AREA:	0000-7200-13237
COMMITMENT ITEM:	430001
FUND CTR DESCR:	BTB-Outdoor & Envrnmntl Ed
INVOICE:	(see invoice by Mirna Vasquez)

- Must provide a copy of their approved BA/BAR Request form by e-mail to Catherine.Tong@lausd.net, Rocio.Estrella@lausd.net, and Mirna.Vasquez@lausd.net (all signatures required)
- Must provide a copy of their finalized BA/BAR by e-mail to Catherine.Tong@lausd.net, Rocio.Estrella@lausd.net, and Mirna.Vasquez@lausd.net
- Fiscal Specialist can contact Catherine Tong by email or phone at (213) 241-7900 for assistance

# Outdoor Education Curricular Trip (Great Outdoor Science Program at Clear Creek) PROCEDURES FOR USING TITLE I FUNDS AT A SCHOOLWIDE PROGRAM (SWP) SCHOOL

SSC conducts a needs assessment and identifies the strategy for the participation in the Great Outdoor (GO) Science Program at Clear Creek in the SPSA Goal pages/SPSA Modification

Develop budget based upon expenditures that support the strategy

- 1. Allocate Title I funds (approx. \$5800) for the cost of Commitment Item 290009 (Budget Item #27777) *Outdoor Education Staff*
- 2. Allocate Title I funds for Commitment Item 580012 (Budget Item #50174) - *Curricular Trip* (2 buses - one going to and one coming back)
- 3. Allocate Title I funds for Commitment Item 110004 (Budget Item # 14693) *Teacher X-Time (Non-Tutor)* for school staff that are chaperoning (if needed). The number of hours per day are:
- a. Friday night 2 hours
- b. Saturday 6 hours
- c. Sunday 4 hours
- 4. Allocate general funds for purchasing meals for adult chaperones for Friday, Saturday, and Sunday. Food Services Division will bill the school separately and the school will need to provide a general fund account line.

SSC approves the budget



School contacts Beyond the Bell Outdoor Education (213-241-7900) to check on availability (October through April) and reserve date to GO Science Program at Clear Creek Camp at least 20 working days prior to the trip date. At the time of the booking, school will need to submit the page from the School Plan for Student Achievement (SPSA) that describes the activity or the signed SPSA Modification with the budget adjustment request (BAR)

Once the school receives the email confirmation from Beyond the Bell, the school schedules buses with either Transportation Division or an Approved Charter Bus Company

Source: Federal and State Education Programs Office https://achieve.lausd.net/fsep