

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: <https://achieve.lausd.net/fsep> (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

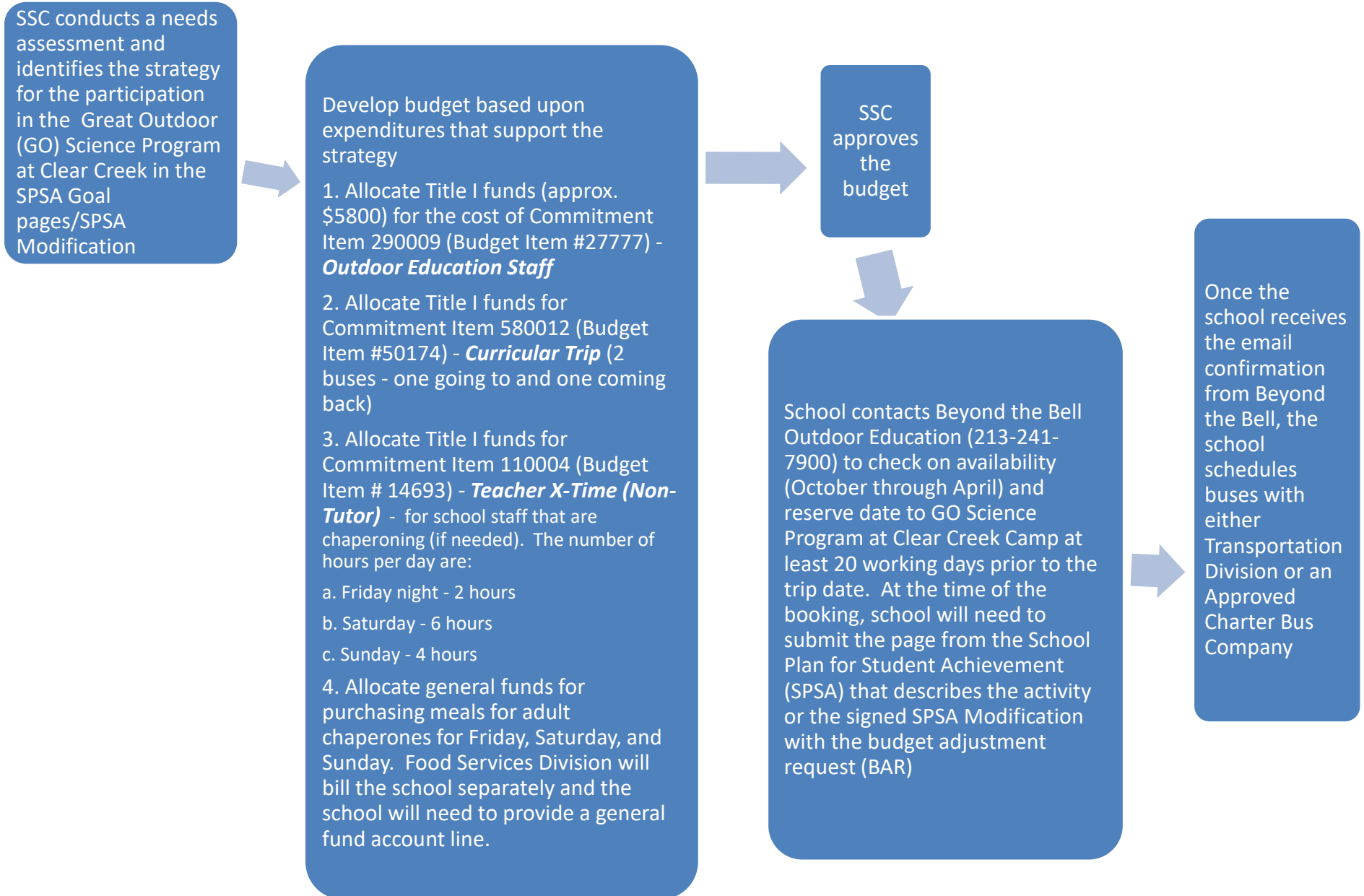
FUND CENTER:	1153101
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Beyond the Bell Branch
OFFICE OF OUTDOOR & ENVIRONMENTAL EDUCATION
333 S. Beaudry Ave., 29th Floor, Los Angeles, CA 90017
Office: 213.241.7900 Fax: 213.241.7562
www.OutdoorEducation.org

Outdoor Education Curricular Trip (Great Outdoor Science Program at Clear Creek)

PROCEDURES FOR USING TITLE I FUNDS AT A SCHOOLWIDE PROGRAM (SWP) SCHOOL



Source: Federal and State Education Programs Office

<https://achieve.lausd.net/fsep>