

Student Activity Accounts Policies and Procedures

Contents

I. Introduction.....	1
II. Definition of Student Activities.....	2
III. Purpose and Use of the Student Activity Accounts.....	2
A. Deposits.....	2
B. Expenditures.....	3
IV. Roles and Responsibilities	4
A. Cambridge School Committee	4
B. School-based Staff	4
C. CPS Finance Department Staff:.....	5
D. City Treasurer’s Office Staff:.....	5
V. Procedures for Collecting, Depositing, and Expending Funds.....	5
A. Collection, Recording, and Safekeeping of Student Activity Funds Pending Deposit	5
B. Deposit of Monies to Student Activity Accounts.....	6
C. Expenditures from the Student Activity Accounts	7
VII. Recordkeeping.....	8
VIII. Lost/Stolen Funds.....	9
IX. Closure and Dissolution of Inactive Accounts	9
X. Forms / Templates.....	9

I. Introduction

All students in the Cambridge Public Schools should have an opportunity to take part in co-curricular activities and extra-classroom experiences. Funds collected for such student activities belong to the students and not to the district or to any school within the district. However, in order to enable schools to facilitate and organize student activities, the law allows the City of Cambridge to establish Student Activity accounts so that monies may be received by school Principals, held in a fiduciary capacity for use by the students, and expended by the school Principals on behalf of students for costs related to student activities as defined by the law.

This manual outlines the policies and procedures pertaining to the school Principal’s use of the Student Activity Agency Fund to enable a robust slate of student activities across the district and safeguard monies raised in support

of these activities. This District policy is being put in place in accordance with Massachusetts General Laws (M. G. L. Chapter 71, Section 47), as authorized by the School Committee.

Questions pertaining to the Student Activity Agency Fund policies and procedures should be directed to the Financial Operations Department:

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II. Definition of Student Activities

“Student activities” are defined to be:

- Non-curricular in nature
- Contingent on a fee or on external fundraising
- For the benefit of, and managed by students

The Cambridge Public Schools recognize the following as student activities under the law:

- Field Trips that meet the above three criteria*
- Student clubs approved by the school Principal
- Co-curricular or enrichment activities that are not part of the district’s regular programming
- Student-initiated special events not sponsored by the School
- Student-initiated collections for a charitable purpose

*Field trips must be in line with the district’s Field Trip Policy (see Section X) and approved before any funds may be collected.

Tutoring programs or other academic services, even when they occur outside of the normal school day, do not qualify as student activities.

III. Purpose and Use of the Student Activity Accounts

Massachusetts General Law requires that Student Activity monies be managed utilizing a Student Activity Account (SAA). SAAs have been established for Cambridge Public Schools. The Cambridge Public Schools SAAs are part of the City of Cambridge’s fund accounting structure much like the General Fund, Grant Fund, and the Revolving Fund, etc.; however, the student activities funds are owned and managed exclusively by the students for student activities only. Principals who have not yet made use of their school’s account should contact their Budget Analyst (contact information above) to request your budget codes, deposit forms, and other required documentation, including a Bond Application for the principal. Bonding, required by statute, enables the City to insure against theft on the account.

The sole purpose of the SAA is to accept deposits of funds raised and/or collected for a specific Student Activity, to be expended by those students for their benefit, and at only their specific direction to do so, on the specific student activities for which the funds were raised.

A. Deposits

Only funds collected “for the express purpose of conducting student activities” as defined in this section III may be deposited into a SAA. Procedures for deposit of receipts into a SAA are included in Section V below. Grants and general educational purpose donations may not be deposited to a SAA.

Eligible Deposits

The following types of receipts may be deposited to a SAA:

- Receipts from approved fundraising activities conducted to raise monies for a specific, eligible Student Activity*
- Contributions from “Friends of” or other organizations when made for a specific field trip or other eligible co-curricular activity that fits the definition of a Student Activity above
- Contributions from parents/families for a specific field trip or other eligible co-curricular activity that fits the definition of a Student Activity above

*Fundraising for Student Activities must be approved in advance if required in accordance with the district’s Fundraising Policies. (See section X for Fundraising Policies and Form).

Ineligible Deposits

The following types of receipts may not be deposited to a SAA:

- Grants and other general educational purpose donations
- Staff-initiated charitable collections such as Sunshine funds
- Athletics gate receipts, Performing Arts ticket sales, and lost textbooks/technology fees
- Proceeds from book bins, student photos, book fairs, or similar programs. Receipts from approved, general-purpose fundraising must be deposited to the Grant Fund for expenditure through the Purchasing system on educational programming as directed by the School Principal.

B. Expenditures

All payments from a SAA must be made by check. No cash payments are permitted; no checks written to “cash” are allowed.

Eligible Expenses

The following expenses may be paid from Student Activity funds:

- Costs related to approved field trips, student club activities, student-initiated special events, and co-curricular or enrichment activities
- Student-initiated charitable donations

Chapter 30B public procurement law does not apply to purchases made with Student Activity monies.

Ineligible Expenses

Only expenses related to Student Activities under the definition above may be paid from Student Activity funds. Expenses not permitted include, but are not limited to, the following:

- Purchase of general school supplies
- Staff appreciation lunches
- Staff-initiated collections (i.e. Sunshine Funds)
- Expenses for classes who have already graduated (alumni)
- Payments to staff or students except in the cases of a written pre-approved reimbursement for eligible expenses

Cash Advances

In limited situations, a cash advance may be approved. For example, for student led field trips, or local, out of state, and international field trips, a cash advance may be requested in advance of travel. A formal written request along with an approved Field Trip form and a travel budget detailing how the cash will be spent must be submitted to the school’s Principal and the City’s Auditing Department for review and approval.

IV. Roles and Responsibilities

The Cambridge School Committee, the City Treasurer, the CPS Finance department and school-based staff, including the school Principal and student activity advisors, all play a role in the use of Student Activity monies.

A. Cambridge School Committee

The School Committee:

- Adopts policies and procedures for the creation, operation, control and public reporting of Student Activity accounts.
- Approves the creation of all new Student Activity accounts and reviews the status of each existing Student Activity on a regular basis.

B. School-based Staff

School Principal

M. G. L. Chapter 71, Section 47 stipulates that the school's Principal is responsible for safeguarding the Student Activity funds. This means that the school Principal must adhere to the provisions of this law and the School Committee policies and procedures for Student Activity funds by:

- Ensuring that only funds collected by Student Activity programs, as defined by the law, are deposited in the SAA bank account.
- Ensuring that the Student Activity funds are properly handled from collection to deposit.
- Providing a locked safe in which Student Activity funds pending deposit are kept.
- Implementing an accounting system for Student Activity funds in a manner which provides for reconciliation and control procedures, and which provides for:
 - Accurate recording of funds receipts and disbursement, by each Student Activity, in the school Student Activity Account records.
 - Reconciliation of the school Student Activity Account records by subledger with the City's records at least quarterly (CRLS only).
 - Reporting of Student Activity Accounts activity to Student Activity programs and school personnel including the school Principal.
- Approving ALL expenditures of Student Activity funds to:
 - Ensure that only eligible expenditures are made from Student Activity funds.
 - Ensure that expenditures do not exceed collected amounts for each Student Activity.
 - Ensure that funds are expended only for the activity for which the funds were collected.

The school Principal may delegate tasks to a designee as they feel appropriate, with the exception of requests for payments, which must include documentation signed by the Principal or come from the Principal directly.

Student Activity Advisors (Teachers and/or Other School Staff):

Students make decisions related to the Student Activity funds. The Student Activity Advisors do not make any decisions on behalf of the students, but provide invaluable advice, counsel and guidance to the students in the operation of the Student Activity and management of its funds. For younger students, school Principals and other school staff may provide more guidance about appropriate activities.

Student Activity Advisors/School Office Staff:

- Collect Student Activity funds following all procedures provided in Section V below.
- Prepare all required documentation for the collected Student Activity funds as described in Section V below.
- Deliver the collected Student Activity funds to the school Principal (or their designee) with all required documentation on a timely basis as described in Section V below.

School Staff, as designated by the school Principal:

- Receive student activity funds from Student Activity Advisors and teachers and deposit such funds with the City of Cambridge following the procedure outlined in Section V below.
- Keep required accounts for each Student Activity fund, maintain all required deposit and expenditure documentation for each Student Activity, and assist CPS Financial Operations department staff with reconciliation of the school's SAA.
- Prepare reports of each Student Activity Account not less than quarterly, preferably monthly, for distribution to the Principal, the CPS Finance department staff, and the Student Activity advisors. (CRLS only)

C. CPS Finance Department Staff:

- Work with the City Finance Department to setup the required Student Activity Accounts upon the request of school Principals.
- Perform required accounting and prepare reconciliations for the SAA accounts and for the Student Activity Checking Accounts (see Section V below) no less than quarterly and maintain all related documentation.
- Provide reports of Student Activity Accounts to CPS Chief Financial Officer no less than quarterly and the School Committee and the City Treasurer, as requested.
- Arrange for an internal audit of SAAs annually and an external audit, conducted by an independent party, every three years
- Provide assistance, training and support to school-based staff
- Perform periodic review of this manual and make recommendations for necessary changes to the Chief Financial Officer and School Committee

D. City Treasurer's Office Staff:

- Control all bank relationships and procedures.
- Receive and post deposits to SAA ledgers.
- Process all expenses through the warrant process.

V. Procedures for Collecting, Depositing, and Expending Funds

The procedures below are designed to ensure the proper management of Student Activity Funds under the law.

A. Collection, Recording, and Safekeeping of Student Activity Funds Pending Deposit

- Checks or money orders are strongly encouraged as the method of collecting Student Activity Funds. Checks or money orders must be made payable to the Cambridge Public Schools. Checks should never be made payable to an employee of Cambridge Public Schools. If an employee of CPS receives a check made payable to them, it should be returned to the payor asking them to write a check payable to Cambridge Public Schools. The name of the specific club or Student Activity should be listed in the memo field on the check or money order. This should be clear on all school correspondence (e.g. permission slips) discussing payment for a Student Activity.
 - When cash is collected, a pre-numbered carbon receipt must be provided to every person from whom cash or money orders are accepted unless the cash received is for small sales/donations/fundraisers such as sales of small food items and sales of flowers or pins; such small collections do not require a receipt be provided to the purchaser.
 - Cash must be held in a secure cash box and returned to the school Principal or their designee. Student Activity Advisors may obtain a cash box on loan for their use from the school Principal or their designee.

- Under no circumstances can cash or checks received be deposited in the personal bank account of a CPS employee.
- **Student Activity Receipts Collection Form:** The Student Activity Advisor/teacher must record all Student Activity funds on a Student Activity Receipts Collection Form (provided in section X below). The Student Activity Advisor must complete all sections of this form and sign and date it. The Student Activity Advisor must take the Student Activity receipts, the fully completed Student Activity Receipts Collection Form (if required), and the carbon copy of all sheets used in the receipt book (if required) to the school Principal or their designee for deposit into the SAA. Elementary and Upper Schools ONLY may include the information on the upper portion of the Form 21 in lieu of completing the Student Activity Receipts Collection Form.
 - All Student Activity funds should be turned over to the school Principal or their designee for deposit within 48 hours of receipt, or first thing Monday morning if collected over the weekend. All required documentation must be turned over along with the receipts.
 - If Student Activity funds are received after the school day has ended, they must be kept in a locked drawer, along with the completed and signed Student Activity Receipts Collection Form and the carbon copy of the pages from the receipt book, in the student activity advisor's office or classroom. Under no circumstances should the Student Activity funds be taken home overnight.
- **Deposits:** The school Principal or their designee who receives the Student Activity funds to be deposited in the school's SAA will count the funds received and check that all information is recorded correctly on the Student Activity Receipts Collection Form, or on the Form 21 (elementary and upper schools only), by comparing the numbers on the form to the checks and to the carbon copies of the receipt book pages, *in the presence of the student activity advisor*, and if everything is correct and complete will sign and date on the appropriate lines of the Student Activity Receipts Collection Form.. Checks should be stamped immediately with a "Pay to the Order of" stamp.
 - After review and sign-off on the Student Activity Receipts Collection form, the school Principal or their designee who receives the Student Activity funds to be deposited shall prepare the deposit documentation for the SAA account (see subsection B below), record the deposit in the specific Student Activity Account subledger account (for CRLS only) and put the receipts in the safe or deposit them with the City of Cambridge.
- **Safes:** The Principal of each school must maintain a safe in the school office (or in the office of their designee for CRLS only) and follow appropriate security procedures to ensure access to the safe is limited to appropriate personnel. All Student Activity funds pending deposit must be secured in the safe by the end of each school day.

B. Deposit of Monies to Student Activity Accounts

- All Student Activity funds collected must be deposited at Cambridge City Hall by the school Principal or their designee, in a timely manner. The City Hall is only open for deposit during certain hours.
 - No school may retain or expend any cash;
 - Deposits should be made as soon as possible, and must be made
 - Within one business day for cash exceeding \$500
 - Within two business days for check deposits exceeding \$1,000
 - Within three business days for all other deposits.
 - CRLS:

- Approved cash deposits will be submitted to the school Principal or their designee, along with all required documentation. The cash will be deposited into a single account held at the credit union by the school Principal or their designee and a check in the total cash deposit amount will then be issued to the student activity club.
 - The school Principal or their designee will deposit the checks remotely using a City designated and assigned electronic check scanner. In the event the scanner is not working, checks will be deposited utilizing interoffice mail.
 - The school Principal or their designee must prepare a fully completed Form 21 (included in section X) to provide to the City of Cambridge or the CPS Financial Operations staff with each deposit. The procedures for depositing checks will then be followed.
 - A copy of all forms submitted with each deposit must be kept by the school Principal or their designee.
- Elementary/Upper Schools:
 - The school Principal or designee must prepare a completed Form 21 (included in section X) to provide to the City of Cambridge with each cash deposit.
 - The school Principal or their designee must prepare a fully completed Form 21 to provide to the City of Cambridge or the CPS Financial Operations staff with each deposit of checks. The procedures for depositing checks will then be followed.
 - A copy of all forms submitted with each deposit must be kept by the school Principal or their designee.

C. Expenditures from the Student Activity Accounts

- Payments/checks for the following expenditures from the SAA will be processed as follows:
 - Payments Directly to Vendors
 - The student activity advisor must provide a fully completed Form W-9, Request for the Taxpayer Identification Number and Certification, (a copy is provided) from the vendor. Please note that getting the completed Form W-9 from the vendor can often take some time. Before processing the check payment/check request, the student activity advisor should contact the Principal or their designee for processing the checks to see if a Form W-9 is already on file.
 - An original invoice from the vendor also must be provided. The invoice must be sent by the Principal or signed by the Principal if it is submitted by someone delegated to request the payment.
 - No purchase order is required.
 - Reimbursement of Expenses
 - Reimbursements to individuals are allowable only in emergency situations and must be approved in advance in writing by the school Principal. Purchases made without this written prior approval may not be reimbursed. If a reimbursement of an expense paid by a student activity advisor is pre-approved, the student activity advisor should pay the supplier/vendor directly. The student activity advisor must provide a completed Reimbursement Request Form (a copy is included in section X), provide an original invoice, the prior written approval of the school Principal and proof of payment. If the student activity advisor paid for the good or service with a check, a copy of the cancelled check will

need to be included. If the advisor paid with a credit or debit card, a copy of their bank statement reflecting the charge will need to be submitted.

- Cash Advances – Cash advances are only allowable in unusual situations, such as international travel, and must be pre-approved in writing by the City of Cambridge Auditing Department. For approved cash advances, the student activity advisor must:
 - Provide all original receipts of purchases made with the cash advance money within two weeks of returning from travel.
 - Provide a typed list of each expense (receipt), the amount of each expense, and calculate the total.
 - If the amount expensed is less than the amount given in advance, the remaining cash advance must be re-deposited into the SAA no later than two school days after the event for which the cash advance was needed occurred.
 - If the amount expensed is more than the amount given in advance, the student activity advisor may be reimbursed in this amount. The advisor will follow the Reimbursement of Expenses procedures (see above).

For all payment/check requests, the invoice and/or reimbursement documents will be submitted to the CPS Finance Department. The Finance Department staff (or the Finance Manager in the case of CRLS) will then complete a direct voucher form (a copy is included in section X) and a payment schedule (a copy is included in section X). The invoice and/or reimbursement documents, direct voucher, and payment schedule will be submitted to the City's Auditing and Finance Departments for processing.

- A check will be approved by the CPS Finance department only if there are sufficient funds in the account of the specific school activity. **It is not permitted to use funds collected specifically for one student activity on the expenses related to another student activity.**
- Lead time of at least two weeks is required to process payments from the SAA. Payments for new vendors may take longer, unless a completed and signed W9 is provided when a check is requested.
- Once a check is issued, it will be mailed directly to the vendor, unless there is a request to hold the check for pick up from City Hall.

VII. Recordkeeping

- The person(s) performing any step in the collection, deposit, and expenditure of Student Activity monies must maintain appropriate documentation.
 - The student activity advisor shall:
 - Keep records of all deposits, including the last carbon copy of the pages in the receipt book itself, Fundraising reports, and Student Activity Collection Forms.
 - Keep records of all expenses, including vendor invoices and Reimbursement Request Forms and related documentation (including receipts).
 - The school Principal or designated school-based financial operations staff shall:
 - Keep records of all deposits, including Fundraising Reports, Student Activity Receipts Collection Forms, Form 21s, and any other forms/documentation related to receiving funds.

- Keep records of all expenses, including vendor invoices, Reimbursement Request Forms and related documentation, including receipts, Direct Vouchers, Payment Schedules and any other forms/documentation related to the expenditure of funds.
- Track Student Activity transactions as they pertain to *each* individual program/club/activity. Records must be sufficiently detailed in order to support a full reconciliation of funds collected, funds deposited and funds expended for each Student Activity.

VIII. Lost/Stolen Funds

In the event that funds collected for Student Activities are lost or stolen:

- The school Principal is responsible for immediately notifying the CFO and for filing a written incident report to the CPS Office of Safety and Security.
 - If theft is suspected, the Principal should consult the Office of Safety and Security to determine if a police report should be filed with the Cambridge Police Department.
- Loss of funds will trigger an immediate review of the procedures in place at the school by the CPS Financial Operations department. The report of their review, including recommended changes, will be distributed to the Principal, the CPS Chief Financial Officer and/or staff designee.

IX. Closure and Dissolution of Inactive Accounts

Student Activity Accounts with no activity (deposits or disbursements) for two years will be closed and any balances shall be deposited to the City of Cambridge's scholarship fund.

- ELEMENTARY/UPPER: By no later than the end of the first quarter of the fiscal year, the CPS Finance department shall review the bank activity of each Student Activity account and prepare a list of any account with no activity other than bank interest in the prior fiscal year. The Finance Department will notify Principals of any accounts that need to be used that year or be closed after two years of inactivity.
- CRLS: Within the first three months of the fiscal year, the school Principal or their designee shall send a Student Activity Account Form to each student activity advisor. Included in this form, the student activity advisor will be asked to declare how the students in the activity would like any remaining monies distributed in the event the Student Activity Account is inactive and remains dormant for two years. The students may elect to designate the funds to the City of Cambridge's scholarship fund or to another active Student Activity or in any other manner compliant with the approved purpose of the club.
 - This form must be completed on an annual basis in order for the club to continue activities at CRLS. If for some reason a designation was not made, monies will be disbursed to the City of Cambridge's scholarship fund.
 - The school Principal or their designee shall notify in writing the student activity advisor of any Student Activity Account with no activity other than bank interest in such prior twelve months to obtain an update from the advisor.

X. Forms / Templates (see pages that follow, also available on the CPS website)

- Policy on School-Based Fundraising for Student Activities
- Student Fundraising and Public Solicitation policy
- Fundraising Request Form
- CPS Administrative Guidelines and Procedures Field Trips
- District Field Trip Policy
- Cambridge Rindge and Latin School Field Trip Form

- Field Trip Approval Form for Out of State and Out of Country Travel
- Student Activity Receipts Collection Form
- Form 21
- Form W-9
- Reimbursement Request Form
- Direct Voucher Approval Form
- Cambridge School Department Payment Schedule
- Annual CRLS Student Activity Form

File: JJC - POLICY ON SCHOOL-BASED FUNDRAISING FOR STUDENT ACTIVITIES

All students in the Cambridge Public Schools should have an opportunity to take part in co-curricular activities and extra-classroom experiences [1](#) and no student should be denied participation in school-based activities because of financial inability to pay. [2](#)

To ensure accessibility for all students, schools may accept donations from individuals or organizations to pay for or defray the cost of approved co-curricular and extra-classroom student activities including:

1. Field Trips and school trips in accordance with the provisions of this policy and the Cambridge Public Schools Field Trip Policy and Administrative Guidelines and Procedures for Field Trips;
2. Student clubs approved by the School Principal/Head of Upper School;
3. Co-curricular or enrichment activities that are not part of the district's regular programming;
4. Student-initiated special events; and
5. Student-initiated collections for a charitable purpose.

Program income may also be accepted by schools, in the form of:

6. Ticket sales for scheduled athletic and fine arts events;
7. Sale of advertising space in school publications connected to student clubs, athletics, or visual and performing arts performances.

Funds may not be used for purposes ordinarily supplied through the school department budgeting process, such as staff positions, technology, or purchasing curricular supplies and materials.

Solicitation Methods

Principals/Heads of Upper Schools and school communities may encourage donations from the community towards approved school activities if the following procedures are followed:

1. No pressure may be exerted to obtain contributions from members of the school community, even though the fundraiser is one that has been approved.
2. Fundraising must not interfere with the educational environment.
3. Staff must comply with the *Advertising in Schools* policy. The distribution of materials expressly designed to advertise a business or restaurant by promising to donate proceeds back to the school is not permitted.
4. Student fundraising efforts should be not the responsibility of teachers and/or other school staff.
5. The selling of raffle tickets or chances is not permitted in school buildings when such buildings are in use for school programs. [3](#)
6. Fundraising activities must comply with the requirements of the *School Wellness Policy*.
7. CPS personnel must follow the guidelines established in the document, "*Student Activity Funds Policies & Procedures*," including implementing appropriate safeguards and following required financial practices.
8. Fundraising activities must not divert resources from the daily operation of the school.
9. If fundraising is incorporated into a school event, for instance selling tickets to a student talent show, schools must provide a mechanism for all members of the school community to participate.

10. While online fundraising sites may be utilized, the following procedures must be adhered to:
 - a. Obtain approval by the ICTS department to ensure that acceptable privacy practices are being followed, [4](#)
 - b. Follow required bidding procedures and establish procedures for accepting raised funds and depositing them into the School Activity Account, in consultation with CPS Finance Department; and
 - c. Publicize that amount of any fees charged before the transaction is completed.

Use of School Resources

School resources, including staff time, school equipment, or supplies may not be expended for the sole purpose of planning and promoting a fundraising event.[5](#) However, schools will not be prevented from activities that may occur as a small component of a broader educational, enrichment, or family engagement effort. Examples of acceptable fundraising activities might include (but are not limited to):

1. Teachers inviting families to make additional donations toward the cost of a field trip to cover the cost of students who may be unable to pay.
2. A school newsletter devoted to family engagement and information-sharing including an announcement of a dinner to raise funds for a school trip.
3. Parent/Guardian/Caregiver volunteers selling water bottles with the school logo at a Back-to-School night, with proceeds to pay for a student dance sponsored by the school.
4. Student organizing a car wash to raise funds for a charity associated with their school club.
5. School personnel collaborating with volunteers on a book fair that has fundraising components but is focused on encouraging reading and promoting literacy.

In all instances, the role of CPS personnel is to provide a structure within which donations may be collected and accepted; and to ensure sound financial practices are followed in the handling of those donations. Volunteers should be utilized whenever possible, and fundraising should not absorb measurable amounts of any CPS staff member's time.

Adopted: October 2, 2018

File: JJE - STUDENT FUNDRAISING AND PUBLIC SOLITICATION

In general, the School Committee disapproves of fundraising in the commun-ity by students, parents/guardians/caregivers, family and school staff for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as maga-zines, candy, and similar items. The School Committee prohibits partnerships with commercial enterprises that promote the enterprise in conjunction with school fundraising. Additionally, the School Committee places limits on fundraising activities and public solicitation of students and staff within schools for the following reasons:

1. The school district should provide students, parents/guardians/caregivers, families and employees some measure of protection from exploitation by commercial and charitable fundraising organizations.
2. The school district should not give the public the impression of generally endorsing or sanctioning commercial and fundraising activities.
3. Commercial and fundraising activities may disrupt school routine and cause loss of instructional time.
4. Professional fundraising organizations that raise funds for a fee shall not be utilized.
5. The use of the school district website, school district and/or individual school stationery and the use of school and an individual's school email addresses for the solicitation for fundraising activities and public solicitations is prohibited in accordance with the Cambridge Public Schools Acceptable Use Policy. The only exceptions to this prohibition, subject to the approval by the Superintendent are school clubs, teams or groups conducting fundraising for a field trip or school-sponsored trip in accordance with the Cambridge Public Schools Field Trip Policy and the provisions of this policy.

Following these guiding statements, the Superintendent and principals/heads of upper schools may permit the following occasional fundraising activities related to the objectives of the schools:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances are permitted.
2. Sale of advertising space in school publications in accordance with the provisions of this policy and the Cambridge Public Schools Advertising in Schools Policy is permitted.
3. Proposals to raise funds for charitable purposes or for benefit of the school or community (for example: scholarship funds, disaster relief or humane causes) provided such proposals have been individually approved by the building principal/head of upper school and the Superintendent. In these cases, fundraising proposals must be student rather than parent/guardian/caregiver, family or staff driven.
4. Fundraising for field trips and school trips in accordance with the provisions of this policy and the Cambridge Public Schools Field Trip Policy.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent. Further, the School Committee recognizes that student fundraising efforts should not be the responsibility of teachers and/or other school staff.

For purposes of this policy, local PTA and PTO groups, school councils and groups representing school system employees will be considered "school groups" and will be governed by the School Committee's policy on Gifts and Solicitations by Staff. Whenever fundraising is conducted, no pressure will be exerted to obtain contributions even though the drive is one that has been approved.

Adopted: May 15, 2018



FUNDRAISING REQUEST REPORT

Date of Request: _____

Name of Club, Team, Trip or Activity: _____

Name of Club, Team, Trip or Activity Advisor: _____

Signature: _____

Type of proposed Fundraising activity: _____

Is food being sold as a part of the Fundraising activity? YES NO

If yes, please list the food items sold or attach a menu. _____

Please note: Due to liability issues, the school strongly encourages food to be purchased from a restaurant rather than foods prepared at home. Refer to the CPS Wellness Policy for a list of acceptable foods.

For what purpose will money raised be spent? _____

Describe the plans for advertising the Fundraiser. _____

Where will the fundraiser take place? In School Location _____
Out of School Location _____

Date(s) of Fundraiser: _____

Check are the only acceptable method of collecting student activity funds. (Please refer to the Student Activity Funds Management Policies and Procedures.) Cash is **ONLY** allowed with formal written approval from the school principal.

Do you request permission from the principal to collect cash? YES NO

If yes, the principal's signature is required. Principal's Signature _____

Submit this form to the Main Office at least one week in advance and it will be returned to you when approval is given.
No fundraiser can start until this form is signed and returned to the Club or Team advisor.

This approved form MUST be submitted with your deposit and Student Activity Receipts Collection Form, to the principal and/or their designee. ALL DEPOSITS AND COMPLETED FORMS MUST BE SUBMITTED WITHIN 24 HOURS OF THE CLOSE OF YOUR FUNDRAISER .

APPROVAL SIGNATURE: _____

DATE: _____

Cambridge Public Schools
Administrative Guidelines and Procedures

FIELD TRIPS

In accordance with the Cambridge School Committee Field Trip Policy, the Cambridge Public Schools (“CPS”) recognizes that first-hand experiences provided by field trips and school-sponsored trips are a most effective and worthwhile means of learning. Accordingly, CPS encourages the organization and implementation of field trips and school-sponsored trips that are of significant educational value and that relate appropriately to the total school program and curriculum and are consistent with the School Committee’s goal that all students be able to participate in and have equal access to field trips and school-sponsored trips.

The following guidelines and procedures address the process for screening, evaluating, and approving field trips and school-sponsored trips, in order to ensure that all reasonable steps are taken for the safety of the participants.

I. General Guidelines

1. Whenever possible, the integrity of the school day should not be compromised. Field trips and school-sponsored trips should pose a minimum disruption to other classes, and the scheduling of any such trip should take into consideration examination schedules.
2. The trip must be educationally-based and connected to the curriculum, and there must be an opportunity for reflection and assessment upon completion.
3. Individuals planning overnight or out-of-country trips are discouraged from using school time and encouraged to plan such trips during weekends or school vacation weeks, unless special justification is provided evidencing sound educational and curriculum relevance for using school time.
4. School staff should work with students who choose to participate in a field trip or school-sponsored trip to identify any schoolwork that may be missed and may need to be made up as a result of participation in the trip. In identifying school work that may need to be made up, school staff must take into account any accommodations or modifications that are set forth in a student’s individualized education program or Section 504 plan.
5. Student safety and supervision are of the utmost concern on any field trip or school-sponsored trip:
 - a. Special attention should be paid to any activities that include swimming, boating, fishing, or any other experience that will require students to be in or near a body of water. A thorough review of the principles of water safety should be completed prior to the start of the trip.
 - b. Special attention should be paid to any activities that will require students to be near or engage in new and/or physical situations that may present a danger to

the students. A thorough review of safety principles applicable to any such new and/or physical activities should be completed prior to the start of the trip.

- c. Students are prohibited from operating or being a passenger on any motor vehicle, motorcycle, motorbike, scooter, all-terrain vehicle, or other similar motorized form of transportation during the trip unless explicitly authorized to do so.
- d. Students must carry identification with them at all times during the trip. During out-of-country travel, students must carry their passports at all times for identification.
- e. Students are subject to the authority of the teacher-chaperone(s) at all times and must comply with all rules and codes of conduct in the *Rights and Responsibilities Handbook*, all school-based rules, and any rules of conduct promulgated by the organizers and chaperones of the trip. All rules and codes of conduct established for student eligibility to participate in a field trip must be provided in writing to the students and their parent/guardian/caregiver at the time that the field trip is initially announced.
- f. Students are expected to take part in all planned group activities unless excused by the teacher-chaperone(s). All students must depart and return with the group on the trip, unless the student will be departing or returning with his/her parent/guardian/caregiver.
- g. If a student is involved in any criminal activity while on the trip, whether as a victim or as an alleged perpetrator, the student's parent/guardian/caregivers/guardians will be notified immediately by the principal, head of upper school or designee. If a student requires medical attention while on the trip, the student's parent/guardian/caregiver will be notified immediately by the principal, head of upper school or designee.
- h. If a CPS teacher or administrator decides that a student shall be sent home from the trip prior to the scheduled return date or time due to the student's unacceptable conduct, the student's parent/guardian/caregiver must be notified before the student may be sent home. CPS is not responsible for any expense incurred as a result of the student's early return. A student who is being sent home prior to the scheduled date or time of return must be accompanied on the return trip by either his/her parent/guardian/caregiver or by a CPS teacher or administrator. If a CPS teacher or administrator is to accompany the student on the return trip home, this cannot result in a reduction of the required number of CPS staff chaperones per students as set forth in Section V below for the students who are continuing on the field trip.

7. The law requires that students with disabilities be provided with an equal opportunity to participate in nonacademic and extracurricular activities, such as field trips. Principals and heads of upper schools are responsible for ensuring that appropriate accommodations and support staff or supplementary supports and aids are available so that children with disabilities are not excluded from participation in any field trip or school-sponsored trip.
8. Any field trip or school-sponsored trip should be reviewed periodically by the principal or head of upper school to assess whether the trip is educationally effective and continues to offer a substantive benefit to participants.
9. All field trips and school-sponsored trips must be approved *prior to* the distribution of any informational materials on the proposed trip to students and their parent/guardian/caregiver and *prior to* any fundraising or other preparations. The process for obtaining approval for a trip is set forth in Section III.

II. Planning Process

1. Any field trip and/or school-sponsored trip will be coordinated by the Trip Leader, a duly-appointed and experienced CPS teacher.
2. A school may organize an overnight and/or out-of-country trip under the auspices of an organization, such as the National Association of Secondary School Principals, that will coordinate the necessary insurance and procedures to maximize the safety and security of students and chaperones during the trip. Additionally, in order to ensure the safety and security of students, no overnight and/or out-of-country trips that utilize staying in the homes of “host families” will be approved unless organized under the auspices of an organization that conducts criminal and background checks on all host families who may have direct and unmonitored contact with students, or there is a CORI-equivalent process in place for conducting criminal and background checks on all host families who may have direct and unmonitored conduct with students.
3. All activities on the trip must be planned and scheduled for specific dates and times. A complete itinerary for the proposed trip and a breakdown of all associated costs and expenses must be submitted as a package to the principal of the school or head of upper school when requesting approval for the trip.
4. There must be, at a minimum, ten (10) students who will participate in the trip in order for the trip to occur. If a class consists of ten (10) students or fewer than ten (10) students, the majority of students in the class must participate in the trip in order for the trip to occur.
5. If not all members of a class are participating in the trip, appropriate substitute activities must be provided for those students who are not participating.

6. Prior to any field trip or school-sponsored trip, the Trip Leader must prepare a list that includes:

- the names of students participating in the trip;
- the names and telephone numbers of the students' parent/guardian/caregiver; and
- the names, addresses, telephone numbers, and designations (i.e. whether they are CPS employees or parent/guardian/caregiver of the trip's chaperones.

Copies of this list must be distributed to all participating chaperones and to the main office of the school.

III. Approval Process

All field trips or school-sponsored trips must be approved in advance by the principal or head of upper school and curriculum administrator, if applicable, according to the following process:

1. An employee must submit a proposal for the field trip or school-sponsored trip to the principal of the school or head of upper school. The proposal must include the following:
 - the date(s) of proposed trip;
 - the destination(s) of the proposed trip;
 - a detailed itinerary for the proposed trip;
 - the educational rationale for the proposed trip;
 - the estimated number of students who would be participating in the proposed trip;
 - All rules and codes of conduct established for student eligibility to participate in the proposed trip
 - the estimated number of chaperones for the proposed trip;
 - the projected costs and expenses for the proposed trip; and
 - additional supporting documentation related to the proposed trip, including a complete copy of the Field Trip Approval Form.
2. For any *overnight domestic* field trip or school-sponsored trip, the request must be submitted and approved at least one (1) month prior to the proposed start of the trip. For any *out-of-country* trip, the request must be submitted and approved at least two (2) months prior to the proposed start of the trip. The principal or head of upper school reviews the proposal:
 - a. If the destination of the trip is *within the Commonwealth of Massachusetts and requires no overnight travel*, the principal or head of upper school may authorize the trip themselves. However, the principal or head of upper school must forward a copy of the proposal along with their written approval to the Superintendent of Schools or designee.
 - b. If the destination of the trip is *out-of-state and/or requires overnight travel* and the principal or head of upper school approves the proposal, a copy of the proposal

along with the principal's or head of upper school's written recommendation, must be submitted to the Superintendent of Schools or designee for approval.

3. The Superintendent or designee will notify the principal or head of upper school as to whether final approval for the trip has been granted. The principal or head of upper school, in turn, will notify the employee who proposed the trip as to whether approval has been granted.

Approval of all field trips and school-sponsored trips shall be conditional. Approval for any such trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of the trip in the interest of the safety of CPS students and/or employees. CPS is not responsible for any financial obligations incurred as a result of planning the trip or for any monies that are non-refundable or otherwise lost due to its subsequent cancellation.

4. Upon approval of a proposed overnight and/or out-of-country field trip or school-sponsored trip, there must be a meeting of all participating students, their parent/guardian/caregiver, and chaperones, at which the parties are informed of the rules of the trip, including all rules and codes of conduct established for student eligibility to participate in the proposed trip and other pertinent information, including without limitation that the approval of all field trips or school-sponsored trips is conditional and may be revoked, and that CPS is not responsible for any financial obligations incurred as a result of planning any such trip or for any monies that are non-refundable or otherwise lost due to its subsequent cancellation.

IV. Student Participation

All rules and codes of conduct established for student eligibility to participate in the proposed trip must be distributed to parent/guardian/caregiver and students at the time that a field trip is initially announced.

Either at the time that the field trip is initially announced and not later than at least six weeks prior to any planned field trip, appropriate school staff should review all student files to determine if any accommodations or modifications are required in order for the student to participate in the planned field trip. If necessary, a team meeting should be convened either at or near the time that the field trip is initially announced and not later than at least six weeks prior to the planned field trip to review and discuss any accommodations or modifications that are required in order for the student to participate in and access the planned field trip.

No student shall be denied participation in a field trip or school-sponsored trip as a consequence or form of punishment for previous behavior for which they already has been disciplined. A student may only be excluded from a field trip or school-sponsored trip if the date or dates of his/her suspension or expulsion from school for a violation of school-based rules or the codes of conduct set forth in the *Rights and Responsibilities Handbook* coincides with the scheduled date or dates of the field trip or school-sponsored trip, or if, in the judgment of the principal or head of upper school, a student's previous or current behavior poses a substantial risk to the health, safety and welfare of the student, other students and/or staff participating in

the field trip and/or school-sponsored trip. Factors that a principal or head of upper school may consider in making such a judgment include, but are not limited to, whether the student has breached a written agreement, student compact, or contract between the student and the school regarding his/her behavior that has been developed to ensure the health, safety and welfare of the student and his/her classmates and/or school staff while participating in the field trip and/or school-sponsored trip, and whether the appropriate due process procedures have been followed with respect to the determination of this violation and the decision to deny participation in the field trip.

If a student is denied permission to participate in a field trip or school-sponsored trip, this denial must automatically be reviewed by the school principal/head of upper school and, if the student has an individualized education program or Section 504 plan, also by the Assistant Superintendent for Student Services. After completion of such review, if the student is still denied permission to participate in the field trip or school-sponsored trip, the parent/guardian/caregiver may immediately appeal such decision in accordance with the provisions of section 23 of the *Rights and Responsibilities Handbook* by filing a written complaint with the Superintendent or his/her designee. Any such appeal shall be heard promptly.

Principals/heads of upper schools will provide an annual report to the Superintendent or designee of the number of students excluded from field trips and/or school-sponsored trips during the course of a school year and the reasons for each such exclusion.

These provisions should not be construed as prohibiting the principal or head of upper school from imposing behavioral expectations or restrictions in connection with the student's participation on the trip, such as requiring the student's parent/guardian/caregiver to serve as a chaperone or requiring the student to stay with a specific chaperone or group of students during the trip.

While on a field trip or school-sponsored trip all school-based rules and all rules set forth in the *Rights and Responsibilities Handbook* apply.

No student should be permitted to participate in a field trip or school-sponsored trip unless the following signed documentation has been received:

- a Parent/guardian/caregiver Permission Slip;
- a Parent/guardian/caregiver Medical Information Form; and
- an Informed Consent and Release to Participate in Water Activities, if applicable.

All of these forms must be maintained for either seven (7) years after the date on which the field trip is completed or seven (7) years after the student transfers, graduates or withdraws from the school district, whichever is later. Additionally, copies of these forms must be forwarded to the Office of the Chief Operating Officer prior to the start of the field trip.

If a student appears on the day of an *in-state, non-overnight* trip without the required signed documentation, the principal or head of upper school may contact the student's parent/guardian/caregiver to request the following, in order of descending priority:

1. that the signed documentation be faxed to the school prior to the departure of the field trip or school-sponsored trip;
2. that written permission be e-mailed to the school prior to the departure of the field trip or school-sponsored trip; or
3. that the parent/guardian/caregiver grant verbal permission for the student to participate in the field trip or school-sponsored trip.

If verbal permission is sought, the principal or head of upper school must secure such permission during a conference call where one other school employee is present to witness the conversation. If verbal permission is secured, the principal or head of upper school must document the date and time of the conference call and the identity of the parent/guardian/caregiver who granted permission for the student to participate in the trip. The notation must be acknowledged by both the principal or head of upper school and the witness as to its accuracy.

If a student appears on the day of an *out-of-country, out-of-state and/or overnight* trip without the required signed documentation, the principal or head of upper school may contact the student's parent/guardian/caregiver to request the following, in order of descending priority:

1. that the signed documentation be faxed to the school prior to the departure of the field trip or school-sponsored trip;
2. that written permission be e-mailed to the school prior to the departure of the field trip or school-sponsored trip.

Verbal permission is not acceptable for out-of-country, out-of-state and/or overnight field trips and school-sponsored trips.

Students and their parent/guardian/caregivers will be held responsible for any damage done to hotels, rental properties, or real or personal property during a field trip or school-sponsored trip. Parent/guardian/caregivers must agree to pay for any damage done by their children and/or aid school officials in collecting the money necessary to do so.

If a student needs to be administered prescription medication and/or epinephrine during a field trip or school-sponsored trip, the principal or head of upper school, in accordance with the Cambridge School Committee Policy and Procedures for the Administration of Prescription Medication and Management of Life-Threatening Food Allergies in the School Setting and the CPS Administrative Guidelines and Procedures: Emergency Management Plan, shall ensure the following:

- either that the student's parent/guardian/caregiver serves as a chaperone on the field trip, or that school personnel trained in the administration of prescription medication and/or epinephrine, as applicable, serve as chaperones on the field trip;

- that a school nurse is on duty or available by telephone for consultation when such medications are being administered; and
- that the Medical Information Form in connection with the trip has been signed by the student's parent/guardian/caregiver.

V. Chaperones

The Trip Leader may select, as needed, additional qualified adult chaperones to accompany them on the field trip or school-sponsored trip.

All chaperones must have successfully completed a Criminal Offender Record Information ("CORI") check before being permitted to serve as a chaperone on any field trip or school-sponsored trip if there is any potential that the chaperone would have direct and unmonitored contact with any students (i.e. not in the presence of a CORI-cleared school employee). For more information on what constitutes a successfully completed CORI check, please consult the CPS Administrative Guidelines and Procedures: Criminal Offender Record Information.

All schools should distribute CORI check application forms to parent/guardian/caregiver at the start of the school year, so that the forms can be submitted and CORI checks completed as necessary for field trips and school-sponsored trips.

All forms requesting chaperones should include the following statement:

Approval of all field trips and school-sponsored trips is conditional. Approval for any such trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of the trip in the interest of the safety of the students and/or employees of the Cambridge Public Schools ("CPS"). CPS will not be responsible for any financial obligations incurred as a result of the planning of the trip or for any monies that are non-refundable or otherwise lost due to its subsequent cancellation or due to a student's exclusion from participation and access to a field trip or school-sponsored trip as a result of the student's suspension or expulsion from school on the date or dates of the field trip or school-sponsored trip.

There must be, at a minimum, one (1) chaperone for every ten (10) students participating in the field trip or school-sponsored trip. In the case of out-of-country and/or overnight trips, chaperones should be gender-representative of the group and must include at least one (1) chaperone of each sex of the students participating in the trip. These are minimal requirements; the Superintendent of Schools or designee, principal, head of upper school or designee, Chief Operating Officer, and/or Trip Leader may determine that more chaperones are needed.

Chaperones will not be allowed to bring minor family members on a field trip or school-sponsored trip. Each chaperone will be expected to maintain a "trip log" detailing all significant activities, incidents, and other events that occur during the trip, to be provided if the principal or head of upper school so requests.

All chaperones will be provided a list of trip participants as prepared by the Trip Leader in accordance with Section II (6) of these guidelines and procedures.

VI. Transportation and Accommodations

For all field trips and school-sponsored trips requiring transportation, such transportation must be provided by a common carrier that is licensed to do so in the Commonwealth of Massachusetts and is an approved, CPS-licensed vehicle for public transportation, such as a bus or train (including those operated by the Massachusetts Bay Transportation Authority) or other such form of public transportation. All charter services for field trips and school-sponsored trips must be provided by a common carrier that is licensed by the Commonwealth of Massachusetts to provide charter services and is licensed for passenger transport by the Federal Motor Carrier Safety Administration. All vendors that provide transportation for field trips and/or school-sponsored trips must provide evidence that their drivers are licensed in the Commonwealth of Massachusetts to operate the vehicles and/or provide the charter services being used as transportation for such trips.

All transportation vendors also must maintain liability insurance with a minimum coverage of \$500,000 per occurrence for bodily injury. No transportation vendor shall be used to provide transportation and/or charter services for any field trip or school-sponsored trip if it has a rating of “conditional” or “unsatisfactory” as issued by the Federal Motor Carrier Safety Administration. Nothing in these guidelines and procedures should be construed to prohibit field trips or school-sponsored trips where students travel on foot.

Use of privately owned vehicles and/or leased vans or other vehicles to transport students and chaperones for field trips and school-sponsored trips is strictly prohibited, except in the case of a bona fide emergency. The principal or head of upper school will determine whether a bona fide emergency exists; if the principal or head of upper school is not present, the Trip Leader will make that determination. Any employees or parent/guardian/caregiver who uses their own vehicle for student and/or chaperone transportation risks being legally liable for any injury a student or chaperone sustains while in the vehicle.

Whenever possible, travel between the hours of midnight (12:00 a.m.) and 6:00 a.m. should be avoided. Trip itineraries should set aside sufficient time for drivers to rest in conformity with federal hour-of-service requirements and common sense and should take into account the likelihood of delays due to weather, traffic, and unanticipated factors.

Overnight accommodations should be made in advance with safety and security in mind. Chaperones will be assigned to accommodations on every floor that is occupied by students. Chaperones, however, will not be allowed to stay in the same room or private accommodation as a student. If the form of accommodation is a group dormitory, this prohibition shall not apply.

VII. Financial Obligations

Any club, team, or group of students is responsible for raising all of the money necessary to fund a field trip or school-sponsored trip proposed by that club, team, or group. No fundraising or other preparation for such a trip should occur until the trip has been approved. No financial support will be available from CPS or the Cambridge School Committee for any overnight and/or

out-of-state travel unless an athletic team or academic team or competition has qualified for an overnight, out-of-state or out-of-country competition and in these narrow circumstances final approval of funding for such travel by an athletic team or academic team is subject to final approval by the Superintendent.

Neither CPS nor the Cambridge School Committee will be responsible for any financial obligations incurred as a result of the planning of any field trip or school-sponsored trip, or for any monies that are non-refundable or otherwise lost due to the subsequent cancellation of the trip. Neither CPS nor the Cambridge School Committee will be responsible for any expenses incurred as a result of the decision of a CPS teacher/administrator to send a participating student home prior to the scheduled return date or time due to the student's unacceptable conduct. Students and their parent/guardian/caregiver will be held responsible for any damage done to hotels, rental properties, or any other real or personal property during a field trip or school-sponsored trip. Parent/guardian/caregiver must agree to pay for any damage done by their children and/or aid school officials in collecting the money necessary to do so.

No student shall be denied the privilege of participating in a field trip or school-sponsored trip that takes place during the school day (and is not an overnight trip) because of financial inability to pay an associated fee.

VIII. Follow-up Report

Upon completion of any field trip or school-sponsored trip, a written report must be prepared by the Trip Leader and submitted to the principal or head of upper school and to the Office of the Chief Operating Officer. The report must assess the educational benefits of the trip and detail any injuries, discipline problems, or other incidents that occurred during the trip.

IX. Documenting and Sharing Field Trip or School-Sponsored Trip Activities

Only students who have current signed media releases on file can be photographed, audiotaped, videotaped or recorded by CPS staff. For purposes of these administrative guidelines, the term "CPS staff" includes, but is not limited to, CPS employees, CPS volunteers, chaperones, interns, student teachers and CPS contracted vendors. Consult the Frequently Asked Questions Regarding Media Release Guidelines for further details.

Content regarding a student's participation in a field trip or school-sponsored trip activity shall not be posted on any CPS' Social Media Site unless there is a signed CPS' Media Release on file at the student's school for the current school year that has been signed by the parent/guardian/caregiver of the student and/or by the eligible student authorizing the display, publishing, distribution or exhibition of the student and/or their name, image, likeness, spoken words, student work, performance and movement, in any form on the CPS' Social Media Site.

Policy references: ADDA, IJOA

Date issued: May 15, 2018

**CAMBRIDGE PUBLIC SCHOOLS
FIELD TRIP/SCHOOL-SPONSORED TRIP CHECKLIST**

Date Completed

Planning of Field Trip (including financial planning for trip and
identification of appropriately licensed transportation providers) _____

Proposal Submitted to Principal/Head of Upper School _____

Response by Principal/Head of Upper School _____

Proposal Submitted to Superintendent or Designee _____

Response by Superintendent or Designee _____

Initial letter to Parents/Guardians/Caregivers _____

Solicitation of Participants and Chaperones _____

CORI Check of Chaperones _____

Parent/Guardian/Caregiver Orientation Meeting (for overnight/
out-of-state/out-of-country field trips) _____

Information Packet to Parents/Guardians/Caregivers (including itinerary, expenses, list of chaperones, rules and regulations, and required forms)

Orientation Meeting for Chaperones

Information Packet to Chaperones (including itinerary, expenses, list of chaperones, rules and regulations, and required forms)

Signed forms back from parents/guardians /caregivers and from chaperones

Information Packet to Principal/Head of Upper School (includes all information in the information packet to parents/guardians/caregivers plus Student List Form and Chaperone Forms)

Must be turned in prior to departure of field trip.

Written Report on Outcome of Field Trip Given to Principal/Head of Upper School and Office of the Chief Operating Officer

To Be Translated into the Student's Home Language

OVERNIGHT/OUT-OF-COUNTRY PARENT/GUARDIAN/CAREGIVER PERMISSION SLIP

I, the parent/guardian/caregiver of _____, hereby give permission for my child, _____, to attend the field trip to _____ from _____ until _____.

I acknowledge and agree that my child may assume the risk associated with participation in this field trip and the various activities that will be conducted as part of this field trip. Further, I understand that my child will be obliged to abide by the school-based rules and the codes of conduct in the Cambridge Public Schools *Rights and Responsibilities Handbook* while on this field trip as well as any rules of conduct promulgated by the organizers and chaperones of the field trip. I also understand that the Cambridge Public Schools will not be responsible for any expenses incurred if my child is sent home earlier than the scheduled return date due to their unacceptable behavior, including without limitation the use of drugs, alcohol, failure to abide by the school-based rules and the codes of conduct in the Cambridge Public Schools *Rights and Responsibilities Handbook* while on this field trip as well as any rules of conduct promulgated by the organizers and chaperones of the field trip and/or any other behavior that compromises the health, safety or well-being of the individuals participating in the field trip.

In the event of illness or injury to my child while on this field trip, I expressly consent to the administration of the Cambridge Public Schools and their authorized agents seeking, obtaining and authorizing the administration of medical treatment for my child, and, if necessary, transporting my son/daughter to a medical facility for treatment. I understand and acknowledge that I will bear the sole cost and expense for any medical treatment that my child may receive. Further, I expressly authorize, the Cambridge Public Schools and their authorized agents to act on my behalf as parent of my child while participating in this field trip. Additionally, prior to my child's participation in this field trip, I agree to inform my child's teacher if there is anything in particular that the School should be aware of while my child is on this field trip (i.e., if my child is on any type of medication).

I acknowledge and agree that I and my child will be held responsible for any damage my son/daughter causes to any personal or real property during this field trip. I further agree to promptly pay the Cambridge Public Schools any and all such costs and/or to aid the Cambridge Public Schools in collecting the necessary money to pay for such damages.

I also understand that the Cambridge Public Schools reserves the right to cancel the approval for this field trip if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip in the interest of the safety of the students and staff of the Cambridge Public Schools, and that the Cambridge Public Schools will not be responsible for any financial obligations incurred as a result of the planning of the field trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip.

By entering into this Parent/Guardian/Caregiver Permission Slip and granting the permission as stated herein, I am releasing the City of Cambridge, the Cambridge Public Schools and the School and their respective officers, directors, agents, employees and/or chaperones, from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out or related to my child's participation in this field trip. I have read this Permission Slip and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Parent/Guardian/Caregiver Signature

Name of Student

Parent/Guardian/Caregiver Printed Name

Student Signature

Date _____

Address _____

Home Telephone Number _____

Business Telephone Number _____

Mobile Telephone Number _____

PARENT/GUARDIAN/CAREGIVER WAIVER TO LEAVE OR RETURN FROM FIELD TRIP

I hereby give permission for my child to leave or return from the field trip by themselves. By granting the permission as stated herein, I am releasing the City of Cambridge, the Cambridge Public Schools and the School and their respective officers, directors, agents, employees and/or chaperones, from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out or related to my child leaving or returning from this field trip by themselves. I have read this Parent/Guardian/Caregiver Waiver to Leave or Return from Field Trip and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Parent/Guardian/Caregiver Signature

Name of Student

Date

Parent/Guardian/Caregiver Printed Name

Student Signature

To be translated into student's home language

CAMBRIDGE PUBLIC SCHOOLS

MEDICAL INFORMATION FORM IN CONNECTION WITH FIELD TRIP

_____, my child has the following medical

(Student Name)

problem(s) of which the Trip Leader should be aware (e.g., asthma, medication must be taken twice daily):

_____	_____
_____	_____

The following are the medications or foods or other items to which my child is allergic:

_____	_____
_____	_____

Insurance Company: _____ Policy Number: _____

Company holder is employed by: _____

My child needs to take the following medications or epinephrine in the manner specified below:

I agree to work with the school nurse prior to the field trip to establish a medication administration plan for my child. I also expressly consent to the school personnel who will be on the field trip and who have been trained in the administration of medications and epinephrine to administer the required medication to my child. In the event of illness or injury to my child while on this field trip, I expressly consent to the administration of the Cambridge Public Schools and their authorized agents seeking, obtaining and authorizing the administration of medical treatment for my child, and, if necessary, transporting my child to a medical facility for treatment. I understand and acknowledge that I will bear the sole cost and expense for any medical treatment that my child may receive. Further, I expressly authorize the Cambridge Public Schools and their authorized agents to act on my behalf as parent/guardian/caregiver of my child while participating in this field trip. I have read this Medical Information Form in Connection with Field Trips and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Signature of Parent/Guardian/Caregiver

Date

STUDENT LIST

<u>Name</u>	<u>Grade/Homeroom</u>	<u>Home Address</u>	<u>Parent/Guardian/Caregiver Name</u>	<u>Telephone</u>
<u>Number(s)</u>				

[illegible]

CHAPERONE LIST

<u>Name</u>	<u>Home Address</u>	<u>Telephone Number(s)</u>	<u>Emergency Contact Name & Phone</u>
<u>Number(s)</u>			

This image shows a full page of white paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

To Be Translated into the Student's Home Language

FIELD TRIP PARENT/GUARDIAN/CAREGIVER PERMISSION SLIP

I, the parent/guardian/caregiver of _____, hereby give permission for my child, _____, to attend the field trip to _____ from _____ until _____. I acknowledge and agree that my child may assume the risks associated with participation in this field trip. I understand that my child will be obliged to abide by the school based rules and the codes of conduct in the Cambridge Public Schools *Rights and Responsibilities Handbook* while on this field trip.

I also understand that the Cambridge Public Schools reserves the right to cancel the approval for this field trip if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip in the interest of the safety of the students and staff of the Cambridge Public Schools, and that the Cambridge Public Schools will not be responsible for any financial obligations incurred as a result of the planning of the field trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip.

By entering into this Parent/Guardian/Caregiver Permission Slip and granting the permission as stated herein, I am releasing the City of Cambridge, the Cambridge Public Schools, the School and their respective officers, directors, agents, employees from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out or related to my child's participation in this field trip. I have read this Permission Slip and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Parent/Guardian/Caregiver Signature

Name of Student

Parent/Guardian/Caregiver Printed Name

Relationship to Student

Date _____

Address _____

Home Telephone Number _____

Business Telephone Number _____

PARENT/GUARDIAN/CAREGIVER WAIVER TO LEAVE OR RETURN FROM FIELD TRIP

I hereby give permission for my child to leave or return from the field trip by themselves. By granting the permission as stated herein, I am releasing the City of Cambridge, the Cambridge Public Schools and the School and their respective officers, directors, agents, employees and/or chaperones, from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out or related to my child leaving or returning from this field trip by themselves. I have read this Parent/Guardian/Caregiver Waiver to Leave or Return from Field Trip and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Parent/Guardian/Caregiver Signature

Student Signature

Date _____

TO BE TRANSLATED INTO THE STUDENT'S HOME LANGUAGE

CAMBRIDGE PUBLIC SCHOOLS

INFORMED CONSENT AND RELEASE FORM TO PARTICIPATE IN WATER ACTIVITIES

I, the parent/guardian/caregiver of _____, hereby give permission for my child, _____, to participate in any water activities that are connected or related to the field trip to _____ on _____. I understand that water activities include, without limitation, use of a pool, swimming and boating and that such activities may involve physical and athletic participation. I also understand that injuries may occur from the result of participation in such water activities including, without limitation, permanent disability, injury or death. I acknowledge and agree that my child may assume the risk of participating in such water activities and I understand that the Cambridge Public Schools will not accept responsibility for any injuries sustained. Further, I understand that my child will be obliged to abide by the school based rules and the codes of conduct in the Cambridge Public Schools *Rights and Responsibilities Handbook* while on this field trip as well as any rules of conduct promulgated by the organizers and chaperones of the field trip and any rules of conduct set by the facilities or organization where the water activities are located.

By entering into this Informed Consent and Release to Participate in Water Activities and granting the permission as stated herein, I am releasing the City of Cambridge, and the Cambridge Public Schools and their respective officers, directors, agents, employees and/or chaperones, from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out or related to my child's participation in any water activities while on this field trip.

I have read this Informed Consent and Release to Participate in Water Activities and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Parent/Guardian/Caregiver Signature

Student Name

Parent/Guardian/Caregiver Printed Name

Student Signature

Relationship to Student

Date

FIELD TRIP POLICY

The Cambridge School Committee recognizes that first-hand experiences provided by field trips and school-sponsored trips are a most effective and worthwhile means of learning; therefore, the Cambridge School Committee encourages that field trips and school-sponsored trips of significant educational value, which are related to the total school program and curriculum. Additionally, due to the inherent educational value of field trips and school-sponsored trips, it is the School Committee's goal that all students be able to participate in and have equal access to field trips and school-sponsored trips.

Consistent with this goal, the Superintendent of Schools shall establish guidelines for field trips and school sponsored trips. These guidelines shall address the process for screening, evaluating and approving field trips and school-sponsored trips in order to ensure that all reasonable steps are taken for the health, safety and welfare of the participants and to ensure no substantial disruption to the educational process and the inherent educational value of the field trip and/or school-sponsored trip. Additionally, the guidelines shall provide that no student shall be denied participation in a field trip or school-sponsored trip as a consequence or form of punishment for previous behavior for which he or she already has been disciplined. A student may only be excluded from a field trip or school-sponsored trip if the date or dates of his/her suspension or expulsion from school for a violation of school-based rules or the codes of conduct set forth in the *Rights and Responsibilities Handbook* coincides with the scheduled date or dates of the field trip or school-sponsored trip, or if, in the judgment of the principal, a student's previous or current behavior poses a substantial risk to the health, safety and welfare of the student, other students and/or staff participating in the field trip and/or school-sponsored event. The guidelines also should require the prior approval of all field trips or school-sponsored trips by the principal/head of upper school, and the prior approval by the Superintendent of Schools and/or his/her designee of all overnight and out-of-state or out-of-country trips. Furthermore, the guidelines shall establish procedures to assure that: (i) all students have parental/guardian permission for trips; (ii) all trips are properly supervised, (iii) all safety precautions are observed, (iv) all student files have been reviewed to determine if any accommodations or modifications are required in order for a student to participate in and have equal access to any field trip or school-sponsored trip; (v) all trips contribute substantially to the educational program; (vi) the district is monitoring whether students are excluded from participation in and/or having equal access to field trips and/or school-sponsored trips and, if so, for what reasons; and (vii) there are procedures in place for parents/guardians to appeal a decision to exclude a student from participation and access to a field trip and/or school-sponsored trip. Field trips and school-sponsored trips shall not require approval of the Cambridge School Committee.

Approval of all field trips and school-sponsored trips shall be conditional. Approval for any field trip or school-sponsored trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip or school sponsored trip in the interest of the safety of the students and staff of the Cambridge Public Schools.

The Cambridge Public Schools and the Cambridge School Committee will not be responsible for any financial obligations incurred as a result of the planning of the field trip or school sponsored trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip or school-sponsored trip or due to a student's exclusion from participation and access to a field trip or school-sponsored trip as a result of the student's suspension or expulsion from school on the date or dates of the field trip or school-sponsored trip.

No student shall be denied participation in a field trip or school-sponsored trip that takes place during the school day (and is not an overnight trip) because of financial inability to pay the fee. Each club, team or group is responsible for raising all of the money necessary to fund a field trip or school sponsored trip that is being proposed by a group of students. No fundraising or other preparations for a field trip or school sponsored trip should occur until the field trip or school sponsored trip has been approved. No financial support will be available from the Cambridge Public School Department or the Cambridge School Committee for any overnight, out-of-state or out-of-country travel unless an athletic team or academic team or competition has qualified for an overnight, out-of-state or out-of-country competition and in these narrow circumstances final approval of funding for such travel by an athletic team or academic team is subject to final approval by the Superintendent.

The Cambridge Public School Department and the Cambridge School Committee will not be responsible for any expenses incurred as a result of a chaperone's decision to send a student participant home earlier than the scheduled return date due to the student's unacceptable behavior. Students and their parents/guardians will be held responsible for any damage done to hotels, rental properties, real or personal property. Parents/guardians must agree to pay for any damages that may be done by their son/daughter and/or aid school officials in collecting money necessary to do so.

For all field trips requiring transportation, transportation must be provided by a common carrier that is licensed to do business in the Commonwealth of Massachusetts and is licensed for passenger transport by the Federal Motor Carrier Safety Administration, or in an approved Cambridge Public Schools licensed vehicle or by public transportation, such as the MBTA, bus, train or other form of public transportation. All charter services for field trips or school sponsored trips must be provided by a common carrier that is licensed by the Commonwealth of Massachusetts to provide charter services and is licensed for passenger transport by the Federal Motor Carrier Safety Administration. All vendors that provide transportation for field trips or school sponsored trips must provide evidence that their driver(s) are licensed in the Commonwealth of Massachusetts to drive the vehicles being used to provide the transportation for the field trips and/or the charter services for the field trips. All transportation vendors also must maintain liability insurance with a minimum of \$500,000 (five hundred thousand dollars) per occurrence for bodily injury. No transportation vendor shall be used to provide transportation and/or charter services for field trips or school sponsored trips if it has a rating of "conditional" or "unsatisfactory" issued by the Federal Motor Carrier Safety Administration. Nothing in this field trip policy should be construed to prohibit field trips where students travel by means of walking.

Use of privately owned vehicles or leased vans to transport students to and from field trips, athletic events or school sponsored trips are strictly prohibited, except in the case of a bona fide emergency. Determination of the existence of a bona fide emergency will be made by the Principal/Head of Upper School and/or Trip Leader if the Principal is not present. Staff and parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.

Overnight accommodations should be made in advance with safety and security in mind and, whenever possible, travel between the hours of midnight and 6:00 a.m. should be avoided, trip itineraries should leave enough room for drivers to rest in conformity with federal hour-of-service requirements and common sense and take into account the likelihood of delays due to weather, traffic and unanticipated factors.

LEGAL REFS: M.G.L.c. 71, §37N
Massachusetts Department of Education Model Policy

Adopted: December 17, 2013



Please obtain the signature of the content area Dean of Curriculum/ Coordinator and then submit the original form to the Principal for approval. If it is approved and signed, please submit one copy to the content area Dean of Curriculum/ Coordinator.

NOTE- Field Trips are not permitted during designated CRLS exam dates including, midterms, finals, the MCAS and the PSAT

On the morning of the field trip, attendance needs to be submitted to the Main Office just prior to leaving the building. Additionally, teachers must bring all of the student field trip forms with them on the trip. After the trip concludes, teachers must submit all student field trip forms to the Main Office for record keeping.

Teacher	Teacher's LC	Department

Date of Trip	Time From- To	Cost Per Student	Cost to School District	Number of Students Attending	Means of Transportation

Chaperones must have a current CORI Form on record with CPSP along with Proof of COVID Vaccination

Name of Adult Chaperones and/or Teachers	Position

Description and educational relevance of the trip
Follow Up Activities

Content Area Dean of Curriculum/ Coordinator's Signature	Principal's Signature

CRLS Field Trip Form Procedures/ Expectations

1. The Field Trip Permission Form must be filed first with the content area Dean of Curriculum/Coordinator at least ten (10) school days prior to the day of the trip.

- Students attending the field trip must have their form completed FIVE (5) SCHOOL DAYS prior to the day of the field trip.
- Students must secure the signatures of all teachers.
- If a teacher decides not to approve the participation of a student on the field trip, that student cannot attend the field trip.
- In the above three (3) cases, the student may appeal to his/her Dean of Students who will render the final decision.

2. Students are responsible for making up class work missed as a result of the trip. If a teacher approved and signed the form, the student cannot be penalized for participating in the field trip. Any student who chooses not to participate in a field trip may not incur any academic penalty.

3. While on the field trip, students represent CRLS. Therefore, proper decorum and conduct are expected of all participants. All school rules and regulations apply during field trips. If the field trip concludes before the end of the school day, students must return to CRLS and attend the remainder of their classes. Students who do not adhere to these policies may be denied permission to participate in future school trips.

4. Staff on Assignment forms **(SOA) are not** permitted for field trip coverage. Teachers must arrange with colleagues to have coverage for students and/or classes who do not participate in the field trip. Please communicate with your Learning Community Dean of Curriculum and your CRLS based department leader if you have made arrangements for coverage of your classes in the event of a field trip.

5. ADDITIONAL PROCEDURES/PROVISIONS:

- On the morning of the field trip, attendance needs to be submitted to the Main Office just prior to leaving the building. Additionally, teachers must bring all of the student field trip forms with them on the trip. After the trip concludes, teachers must submit all student field trip forms to the Main Office for record keeping.
- Field trips will not be approved if they are scheduled to occur during standardized testing days (including MCAS and PSAT days) or during an exam week (last week of each marking term).
- Exceptions to the General Procedures/Provisions will have to be approved by the Principal

6. ADDITIONAL PROCEDURES/PROVISIONS for 2022-2023 FIELD TRIPS

- **For all field trips:**
 - CPS **may review and adjust field trip plans as needed**, in response to evolving COVID conditions, including the time and location of the field trip.
 - Follow existing expectations to **coordinate with both principals and nurses** at least two weeks in advance.
 - **CPS will offer existing CPS masks** to participating students, staff, and chaperones.
 - **Non-employee adult chaperones** must provide proof that they are “up-to-date” on their vaccinations, [as defined by the CDC](#). Individuals 18 and older are considered fully vaccinated and up-to-date if they have received “all recommended doses in their primary series COVID-19 vaccine, and a booster dose when eligible.”
- **Transportation:**
 - **Walking** field trips to indoor or outdoor destinations are permitted
 - **Transportation via CPS school buses** is permitted and *masks are optional*
 - **Transportation via contracted bus company** is permitted and *masks are required if company requires*
- **Public transportation** is *permitted and masks are required*, aligned with public transportation requirements
- **Indoor field trips:** Prioritize less crowded indoor spaces and those that support educational goals
- **Overnight field trips (domestic and international):** As part of the existing approval process, CPS will review requests on a case-by-case level with CPHD, taking into account: 1) Community risk level, per the CDC, 2) the activities involved (e.g. indoor, outdoor), and 3) means of travel.



Student Name	Learning Community	CM Room	Grade

Teacher	Teacher's LC	Date of Trip	Silver or Black Day	Time of Trip From-To	Means of Transportation

Description of Trip

Field Trip Teacher's Signature	Dean or Curriculum Coordinator's Signature	Principal's Signature

Students- You must have this form signed by all teachers and your parent/ guardian/caregiver at least FIVE (5) School Days before the day of your trip

Period/Block	Yes	No	Teacher Signature

Teachers: Please indicate whether or not you agree with the student's participation in this field trip (can this student afford to miss your class?)

NOTE- If your class is an alternating silver/ black day class, please make sure that this field trip meets on the day your class meets.



FIELD TRIP PARENT/GUARDIAN PERMISSION SLIP

I, the parent/guardian/caregiver of _____, hereby give permission for my child _____, to attend the field trip to _____ on _____ from _____ until _____. I acknowledge and agree that my child may assume the risks associated with participation in this field trip. I understand that my child will be obliged to abide by the school based rules and the codes of conduct in the Cambridge Public Schools *Rights and Responsibilities Handbook* while on this field trip.

I also understand that the Cambridge Public Schools reserves the right to cancel the approval for this field trip if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip in the interest of the safety of the students and staff of the Cambridge Public Schools, and that the Cambridge Public Schools will be not responsible for any financial obligations incurred as a result of the planning of the field trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip.

By entering into this Parent/Guardian Permission Slip and granting the permission as stated herein, I am releasing the City of Cambridge, the Cambridge Public Schools, the School and their respective officers, directors, agents, members, and employees from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out or related to my child's participation in this field trip. I have read this Permission Slip and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Parent/Guardian/Caregiver signature

Name of Student

Parent/Guardian/Caregiver Printed Name

Relationship to Student

Date

Home Telephone Number

Address

Work Telephone Number

Mobile Telephone Number

PARENT/GUARDIAN/CAREGIVER WAIVER TO LEAVE OR RETURN FROM FIELD TRIP

I hereby give permission for my child to leave or return from the field trip unaccompanied and without a chaperone. By granting the permission as stated herein, I am releasing the City of Cambridge, the Cambridge Public Schools and the School and their respective officers, directors, agents, employees, members and/or chaperones, from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out or related to my child leaving or returning from this field trip unaccompanied and without a chaperone. I have read this Parent/Guardian/Caregiver Waiver to Leave or Return from Field Trip and understand its terms. I sign it voluntarily and with full knowledge of its significance.

Parent/Guardian/Caregiver Signature

Student Signature

Date

FIELD TRIP APPROVAL FORM

LOCAL FIELD TRIP(S)

OUT OF STATE / OUT OF COUNTRY

School:	
Teacher(s):	
Grade Level:	
# of Students Attending:	
Chaperone(s):	
Brief Description of Trip:	
Educational Rationale:	
Date(s) of Trip:	
Location:	
Mode of Transportation:	
Accommodations:	
Estimated Cost Per Person:	
Date of Informational Meeting for Parents/Guardians/Caregivers:	
Planned Follow-up Activities (if applicable):	

N.B.: This trip meets all the requirements of the School Committee's Field Trip and the Cambridge Public Schools Administrative Guidelines for Field Trips. It has been explained that all extraordinary costs, passports and medical clearance is the responsibility of the student and his/her parent/guardian/caregiver.

SIGNATURES:	
Name of Teacher(s) – Coordinator of Trip:	
CRLS Learning Community Administrator:	
CRLS Curriculum Coordinator:	
Principal/Head of Upper School:	
Assistant Principal/SOM:	
Chief Operating Officer:	Approved: <input type="checkbox"/>
This form must be submitted and approved two (2) months prior to Out of Country trips and one (1) month prior to Out of State trips.	
<i>Please attach copies of all appropriate documentation.</i>	
Conditional Approval for Field Trip(s): This trip has been approved. Please note that approval for this field trip is conditional. Approval for the field trip may be revoked if a change in circumstances would warrant cancellation of this field trip in the interest of the safety of the students and staff of the Cambridge public Schools. The City of Cambridge, Cambridge Public Schools, Cambridge School Committee and their respective officers, directors, members, agents and employees will not be responsible for any financial obligations incurred as a result of the planning of the field trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip.	

Name	Amount Paid	Cash or Check?	Date	Notes

FORM 21 – CITY OF CAMBRIDGE REPORT OF RECEIPTS

Form use: To be used for payments credited to the City revenue accounts.

RECEIPT DESCRIPTION <small>(Type of Service charge, taxes, licenses, fines, etc.)</small>	IDENTIFICATION <small>(Payer, check, remittance information, etc.)</small>	AMOUNT
SCAG__ __ Guaranteed Deposits / Agency Fund _____ School	Cash / Checks (circle one)	
	TOTAL:	\$

REVENUE CODE						AMOUNT
Revenue Account Description	Account	Fund	Org	Project/Grant	Abbr. Code	
_____ School	25500	890__ __	899898		SCAG __ __	
Source of Funds (e.g. XX fundraiser):						
Use of Funds (e.g. XX field trip):						

Submitted by:

Department:

Date:

City of Cambridge Direct Voucher Approval Form

Purchasing Agent: _____

Voucher # _____
(Auditing Use Only)

City Auditor: _____

For approved expenditures bypassing the requisition and purchase order process. Submit this form along with your Accounts Payable documentation to the **Auditing Department** for payment. The following types of payment have been identified and approved for direct vouchering:

Check Expenditure Category	Check if Non-1099 Payment	Expenditure Category	Account #
X		Agency Account Payments	25500
		Employee Benefits - Death Benefits	
		Revenue Refunds	48414
		Transitional Moving Expenses	52901/52902
		Snow Removal	52906
		Election Poll Workers	53101
		Veterans Memorial Day - Participants	53801
		Athletic Officials - School	53804
		School T-Pass Reimbursements	53806
		Teacher Reimbursements	57106
		Retiree Medical Reimbursements	57604/57605
		Workers Comp - Medical	57604
		Workers Comp - (Drugs & Medications)	57605
		Veterans Benefits	57700

Vendor _____

Vendor ID # _____

Invoice # _____

Invoice Date

Account

Fund

Org

Project

Gross Amount

School Program
837

Check Stub Description _____

Department _____

Dept. Approval _____

Date _____

• A copy of this approval form must accompany invoices for payment

Prepared by:

Vendor Name	Vendor ID#	PO #	Invoice Date	Invoice #	Final (Y/N)	Line	Payment Amount	Check Stub Description	CIP #	Voucher

TOTAL

DEPARTMENT HEAD

STUDENT ACTIVITY FORM

SCHOOL YEAR: _____

Name of Club, Team, Trip or Activity: _____

Name of Club, Team, Trip or Activity Advisor: _____

Signature: _____

MEETING TIMES AND LOCATIONS

When does your club or team plan on meeting? _____

Where does your club or team plan on meeting
(room #)? _____

Anticipated number of student members/participants _____

STUDENT ACTIVITY FUNDS MANAGEMENT

FUNDRAISING

Does the club, team, trip or activity plan on fundraising this school year? Yes _____ No _____

How do you plan on spending these fundraised monies? (Please describe some of the club's, team's, trip's, or activity's anticipated expenses). _____

COLLECTION OF FEES/PAYMENTS

Does the club, team, trip or activity plan on collecting contributions, fees, or payments from parents, families, and/or students? Yes _____ No _____

How do you plan on spending the collected funds?
(Please describe some of the club's, team's, trip's, or activity's anticipated expenses). _____

STUDENT ACTIVITY FUND ACCOUNT

As noted in the Student Activity Funds Management Policies and Procedures, if funds remains in the club's, team's, trip's, or activity's student activity fund, and there is no activity for a period of two years, the account will be closed. If this occurs, the remaining balance in the fund will be disbursed as follows:

To the City's Scholarship Fund Program _____

To another named CRLS approved club, team, trip or activity _____

Name of approved club
team, trip or activity _____

ADVISOR SIGNATURE: _____

DATE: _____

APPROVAL SIGNATURE: _____

DATE: _____