

Clubs and Activities Handbook

2009 – 2010



*"The Best is Yet to Come,
Cause Our Story Isn't Done!"*

"NO GOAL'S TOO HIGH WHERE FALCONS FLY!"

Vision Statement

The community of John A. Ferguson Senior High School is engaged in an educational journey with high standards for social, academic, and physical instruction. All students will emerge with integrity and become lifelong learners so that they can succeed in a competitive, ever-changing global economy.

Mission Statement

The mission of John A. Ferguson Senior High School is to develop within its community the actualization of the essential core values. These are:

Integrity
Visionary Leadership
Lifetime Learning
Pursuit of Excellence
Respect
Responsibility for Self and Community

School Colors

Black, Silver, and White

School Mascot

Falcon

School Motto

“No Goal’s Too High Where Falcons Fly!”

Introduction

The Student Activities Program at John A. Ferguson will offer a wide variety of extra-curricular activities for student's leadership development, improving effective social interaction and communication skills, and winning many academic honors. Teacher sponsors can help students realize their potential, worth, and abilities by calling these opportunities to their attention and encouraging participation. At Ferguson we are building and transforming the leaders of tomorrow through involvement in the Student Activities Programs.

Under the direct supervision of the principal, The Student Activities Director is charged with the responsibility of administering and coordinating the extracurricular activities program in connection with Ferguson's philosophies and within the School Board and State rules. The policies formulated will implement the philosophy and achieve the objectives for the entire Activities Program:

- Develop the master calendar to coordinate all school sponsored activities
- Schedule the use of facility (gym, auditorium, etc.)
- Assist the principal in the identifying and selecting club and organization sponsors
- Coordinate all school fund raising activities
- Maintain financial responsibility of all clubs and organizations
- Schedule and supervise bid proceedings that are related to student activities, i.e. class rings, prom photography, yearbook, underclass and senior pictures
- Develop a manual for club sponsors
- Plan and organize graduation ceremonies
- Organize and direct assemblies, pep rallies, and award ceremonies
- Coordinate Homecoming/Spirit Week Activities
- Perform other duties as assigned by the principal

MIAMI-DADE COUNTY PUBLIC SCHOOLS
MIAMI, FLORIDA
2009 - 2010 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

JULY 2009				
MON.	TUES.	WED.	THUR.	FRI.
		1	2	⊗
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST 2009				
MON.	TUES.	WED.	THUR.	FRI.
3	4	5	6	7
10	11	12	⊗	⊗
⊗	⊗	⊗	⊗	⊗
⊗	25	26	27	28
31				

SEPTEMBER 2009				
MON.	TUES.	WED.	THUR.	FRI.
	1	2	3	4
⊗	8	9	10	11
14	15	16	⊗	18
21	22	23	24	25
⊗	29	30		

OCTOBER 2009				
MON.	TUES.	WED.	THUR.	FRI.
			1	2
5	6	7	8	9
12	13	14	15	16
⊗	20	21	22	23
26	27	28	⊗	⊗

NOVEMBER 2009				
MON.	TUES.	WED.	THUR.	FRI.
⊗	3	4	5	6
9	10	⊗	12	13
16	17	18	⊗	20
23	24	25	⊗	⊗
30				

DECEMBER 2009				
MON.	TUES.	WED.	THUR.	FRI.
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
⊗	⊗	⊗	⊗	⊗
⊗	⊗	⊗	⊗	

JANUARY 2010				
MON.	TUES.	WED.	THUR.	FRI.
				⊗
4	5	6	7	8
11	12	13	14	15
⊗	19	20	⊗	⊗
⊗	26	27	⊗	29

FEBRUARY 2010				
MON.	TUES.	WED.	THUR.	FRI.
1	2	3	4	5
8	9	10	11	12
⊗	16	17	18	19
22	23	24	⊗	26

MARCH 2010				
MON.	TUES.	WED.	THUR.	FRI.
⊗	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	⊗
⊗	⊗	⊗		

APRIL 2010				
MON.	TUES.	WED.	THUR.	FRI.
			⊗	⊗
⊗	⊗	7	8	9
12	13	14	⊗	16
19	20	21	22	23
26	27	28	29	30

MAY 2010				
MON.	TUES.	WED.	THUR.	FRI.
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
⊗				

JUNE 2010				
MON.	TUES.	WED.	THUR.	FRI.
	1	2	3	4
7	8	⊗	⊗	⊗
14	15	16	17	18
21	22	23	24	25
28	29	30		

-  NEW TEACHERS REPORT
-  TEACHER PLANNING DAY
-  TEACHER PLANNING DAY - PROFESSIONAL DEVELOPMENT (NOT AVAILABLE TO OPT)
-  PAID LEGAL HOLIDAY
-  RECESS
-  BEGINNING/ENDING GRADING PERIOD
-  SECONDARY EARLY RELEASE DAY

DAYS IN GRADING PERIOD

- 1 - 46
- 2 - 45
- 3 - 43
- 4 - 46

ELEMENTARY AND SECONDARY SCHOOL CALENDAR – 2009-2010

August 20, 21, 2009	Teacher planning days; no students in school
August 24	First Day of School; begin first semester
September 7	Labor Day; holiday for students and employees
September 17	Secondary early release day
September 28*+ #	Teacher planning day; no students in school
October 19	Teacher planning day; Professional Development Day-not available to opt; no students in school
October 29	End first grading period; first semester
October 30*+ #	Teacher planning day; no students in school
November 2	Begin second grading period; first semester
November 11	Observation of Veterans' Day; holiday for students and employees
November 19	Secondary early release day
November 26, 27	Thanksgiving; Board-approved holiday for students and employees
December 21 - January 1, 2010	Winter recess for students and 10-month employees; December 24, 25, 31, 2009, and January 1, 2010, Board-approved holidays for 12-month employees
January 18	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	End first semester and grading period
January 22*+ #	Teacher planning day; no students in school
January 25	Begin second semester; third grading period
January 28	Secondary early release day
February 15	All Presidents Day; holiday for students and employees
February 25	Secondary early release day
March 1	Teacher planning day; Professional Development Day-not available to opt; no students in school
March 26	End third grading period; second semester
March 29, 30, 31, April 1, 2	Spring recess for students and 10-month employees
April 5*+ #	Teacher planning day, no students in school
April 6	Begin fourth grading period; second semester
April 15	Secondary early release day
May 31	Observance of Memorial Day; holiday for students and employees
June 9	Last Day of School; end fourth grading period; second semester
June 10, 11	Teacher planning days; no students in school

NOTE: Every Wednesday – Students (Grades 2-8) in elementary and K-8 Centers are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 13, 2009	June 11, 2010
Assistant Principals and 10-month clerical	August 13, 2009	June 18, 2010
Cafeteria Managers	August 17, 2009	June 11, 2010
Satellite Cafeteria Managers	August 19, 2009	June 9, 2010
Assistant to Cafeteria Managers/MAT Specialists	August 21, 2009	June 9, 2010
All Instructional Staff, Paraprofessionals & Security	August 20, 2009	June 11, 2010
Cafeteria Workers (part-time)	August 24, 2009	June 9, 2010

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 18, 19, 2009, or June 14, 15, 2010, or during winter or spring recess with the consent of the principal, in lieu of any one or two of the following days: September 28, 2009, October 30, 2009, January 22, 2010, April 5, 2010. October 19, 2009, and March 1, 2010, are Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 14, 15, 2010, or during winter or spring recess with the consent of the principal, in lieu of any one or two of the following days: September 28, 2009, October 30, 2009, January 22, 2010, April 5, 2010. October 19, 2009, and March 1, 2010, are Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 11, 12, 2009, or June 21, 22, 2010, or during winter or spring recess with the consent of the principal, in lieu of any one or two of the following days: September 28, 2009, October 30, 2009, January 22, 2010, April 5, 2010. October 19, 2009, and March 1, 2010, are Professional Development Days and are not available to opt.

**FLORIDA STATEWIDE ASSESSMENT PROGRAM
2009 – 2010 SCHEDULE**

FLORIDA COMPREHENSIVE ASSESSMENT TEST® (FCAT)

OCTOBER 12 – 16, 2009 OR OCTOBER 19 – 23, 2009	GRADES 11 – ADULT (NEW STUDENTS/RETAKES)	READING & MATHEMATICS SUNSHINE STATE STANDARDS RETAKE TESTS
FEBRUARY 9 – 11, 2010	GRADES 4, 8, AND 10	WRITING SUNSHINE STATE STANDARDS TEST
MARCH 9 – 19, 2010	GRADES 3 – 10	READING & MATHEMATICS SUNSHINE STATE STANDARDS TESTS
	GRADES 5, 8, AND 11	SCIENCE SUNSHINE STATE STANDARDS TEST
	GRADES 11 – ADULT (NEW STUDENTS/RETAKES)	READING & MATHEMATICS SUNSHINE STATE STANDARDS RETAKE TESTS

OTHER ASSESSMENTS/SCREENINGS

**NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)
(SELECTED SCHOOLS ONLY)**

JANUARY – MARCH 2010	GRADE 4	U.S. HISTORY, CIVICS, GEOGRAPHY
	GRADE 8	U.S. HISTORY, CIVICS, GEOGRAPHY
	GRADE 12	U.S. HISTORY, CIVICS, GEOGRAPHY

Revised 11/13/08

Clubs and Activities



PROUD TO BE AN
“A” SCHOOL!

“The Best is Yet to Come, Cause Our Story Isn't Done!”

Sponsor's Responsibilities

The success of a club, organization or activity depends on the interest, motivation, and leadership of the sponsor to insure the success of the group, display enthusiasm and make club activities meaningful for everyone. To be a good sponsor, you must be a diplomat, an executive, a counselor, and a politician. It is important to have a keen sense of values and a sense of humor.

Sponsor must adhere to all School Board Rules and the procedures as outlined in the **Manual of Internal Accounting**.

Sponsor must record all club activities and meetings with the Student Activities Director.

Sponsor must be present at all club meetings, functions, and secure an adequate number of adult chaperones when necessary.

Sponsor should guide the club officers so that they develop leadership qualities.

Sponsor should encourage students in the area of service, both school and community.

Sponsor is responsible for monitoring all club records.

Record Keeping

A file will be kept on every club/organization in the Activities Office. The following should be kept on file and updated annually.

- Constitution and By-laws (before first club meeting)
- Names of officers and members (as soon as available)
- Ethnic and gender composition of club/organization (PDF form available)
- Plan of Action
- Proposed Budget, Dues, etc.

It is School Board policy that records be kept on file for each club. Student club members or officers may be assigned to complete them. The final responsibility for compliance, however, rests with the club sponsor.

Club Requirements

Interest Clubs

- Plan of Action
- End of Year Report (Self-evaluation)
- Minimum of two service projects (in-school or community)
- Monthly reports
- Sponsor/ participate in the Student United Way Campaign

Service Clubs

- Plan of Action
- End of Year Report (Self-evaluation)
- Minimum of two service projects
- Minimum of two community service projects
- Monthly reports
- Sponsor/ participate in the Student United Way Campaign

Honor Society

- Required GPA
- Participate in district activities
- Plan of Action
- Require membership service hours
- End of Year Report (Self-evaluation)
- Monthly reports

* Students will only be able to choose 1 sash and/or 4 honor cords to wear at graduation.

Performing Groups

- Minimum of three performances
- Regular meetings, practices or rehearsal
- Plan of Action
- End of Year Report (Self-evaluation)

*Vocational/ curriculum related clubs are under the service club category

Deposits/Collection of Money

*Please prepare to spend a few minutes with the treasurer when making a deposit.
The money must be counted and receipted in your presence.*

The sponsor, club treasurer, president or vice president are the only individuals permitted to make deposits. Please don't send students from your class to make a deposit, unless they hold one of the above offices in your club.

- The state regulations require that all financial transactions related to student activities be recorded in the Internal Funds of the School.
- Monies collected during school hours must be deposited with the school treasurer before 3:30 p.m. Monies collected after school hours must be deposited with the school treasurer as soon as possible the next school day.
- **Student receipts, faculty receipts or a recap sheet must accompany all deposits.** Complete your recap before taking your deposit to the treasurer. Include the class/club name, account number, and brief explanation for money collected.

Donations/Gifts

When an individual or organization donates money/or purchases equipment for your club/organization a letter must accompany the contribution. Donations received which are not accompanied by the donor's specification (letter) will be placed in a trust account until specific written instructions are received.

Dues

Club sponsors must file an application with the treasurer's office to collect membership dues. The amount set for dues should not be prohibitive for students desiring membership. Membership dues should not be collected until approval has been granted. The club treasurer should make this request at the beginning of the school year. When assessments are paid, an official receipt must be issued to each member paying, and collected fees deposited with the school treasurer. A deadline should be set for collection of club dues. Sponsors should explain the consequences for failure to pay dues by deadline dates.

Guidelines and Procedures for Clubs & Activities

Sponsors' Meetings

Two (2) sponsor meetings are planned for the year. Dates and times of the meetings will be provided at a later date.

Formation of a Club

Any group of students with a faculty sponsor may apply for a club charter through the Student Activities Office. Please remember that due to budget restraints, there is a limit to how many clubs allowed this year.

Club Membership

- Students are not permitted to determine the qualifications for prospective members
- Neither club officers nor club members are permitted to withdraw or ask a member to resign from the club
- A membership list must be kept on file in the Activities Office
- Students placed on suspension or SCSI may be excluded from extra-curricular and club activities
- Students failing to maintain the academic requirements for membership shall be suspended from active participation in the club/organization until the requirements have been achieved
- Students who are absent from three (3) consecutive meetings may have their club membership terminated with the following exceptions:
 - Prior approval/written notification to sponsor
 - Excused absences (see Student Handbook)
 - Administrative approval

Constitution and By-Laws

All clubs are required to operate under a club constitution and/or by-laws approved by the administration. Clubs/sponsors may not deviate from the constitution unless the proper procedures are followed to amend the constitution.

Meetings

- Clubs cannot meet without a sponsor or designee being in attendance
- All clubs are required to keep a record of minutes and attendance for meetings. A copy of the minutes and attendance of each meeting must be turned in within 24 hours of the meeting

Student Participation

Students participating in a school-approved activity are considered legitimately absent from class. Their absences should be recorded in the grade book as an excused absence. Students are required to request and make up all work missed. Students should not be given extra or penalty assignments for legitimate participation in school sponsored activities. Students who have more than ten unexcused absences and twenty tardies will not be able to participate.

No student who has been absent from school on the day of an organized activity may participate in an activity that day and evening.

Activities Calendar

All school activities should be scheduled on the monthly calendar. Club calendars must be submitted by the 20th of each month for the following month. Blank calendars are enclosed in this handbook, and should be completed and turned in to the Activities Office. They can be typed or hand written.

The activities director must initially approve fund raising activities to ensure that the activity is permitted according to Board regulations. Club Plan of Action should be submitted by the third week of school, with a general idea of what the club plans on accomplishing during the school year.

Activities Applications should be submitted to the Activities Director fifteen (15) days before the planned activity.

In order to schedule a fund raiser or activity, a club officer or sponsor must come to the Activities Office and check the master or fundraising calendar to avoid conflicts with other clubs.

If an activity has been requested, approved, and put on the calendar. The Activities Office must be notified in writing if that activity is cancelled. This must be done immediately to give another club or organization the opportunity to use the date.

All school sponsored activities must be approved and carefully chaperoned, with the ratio of 1 to 15 students for day trips and 1 to 10 students for overnight trips. Chaperones are required to remain for the entire activity and security and/or police must be present.

Student Organization Publicity

The activities director must approve all posters and signs for display. Posters or signs that don't display the "Approved" stamp will be removed. **All posters and announcements posted must be removed within 24 hours after completion of the activity/event.** Do not place on painted walls; utilize cork strips, bulletin boards, and doors. Blue painter's tape is the only tape allowed.

Reminders:

1. All signs, banners, flyers, etc. must be approved and stamped by the activities director before they are posted or distributed.
2. The signs, banners, flyers, etc. should be attractive, neat, and contain no spelling errors.
3. Do not post items on painted surface or glass.
4. Remove the signs within 24 hours after the event.
5. Do not take down another organization's sign and replace it with yours.

All written communication initiated by clubs/organizations must be approved by the sponsor. The club/organization sponsor and the Activities Director must approve all posters, banners, flyers, etc.

Morning and Afternoon Announcements

All announcements must be emailed to 7121 Activities@dadeschools.net. Morning announcements will be forwarded to TV and afternoon announcements will be added to my file. All afternoon announcements must be in by 2:15 pm. If there will be no afternoon announcements, you will be notified by email.

JOHN A. FERGUSON SENIOR HIGH SCHOOL
ACTIVITIES APPLICATION (rev 6-09)

Activity: _____

Organization _____ Sponsor: _____

Requested Location: _____ Desired Date and Time: _____

(To be completed by office)

Actual Location: _____ Actual Date and Time: _____

SPECIAL REQUIREMENTS:

Police: Yes No # _____ @ _____ Total _____

Names: _____

Funded by: _____

- Must have police for 500 or more in attendance
- Must have police if money is collected at the event

Security: Yes No # _____ @ _____ Total _____

Names: _____

Funded by: _____

- Must have one (1) security for every 150 in attendance

Custodial: Yes No # _____ @ _____ Total _____

- Must have a minimum of one (1) custodian for every event (weekends)
- You do not need to hire custodians M-F. No events may be scheduled on Sunday.
- Custodial needs are based on number of persons in attendance and percentage (%) of building used. Must be determined prior to event and approved by head custodian and administrator.

****All personnel requirements are subject to administrative approval.**

SPECIAL NEEDS/REQUESTS: (i.e., tables, sound system, props, etc.)

Tables	_____	Microphones	_____	CD Player	_____	Lighting	_____
LCD Proj.	_____	Computer	_____	Laptop	_____	Video	_____
Podium	_____	Ticket Bth.	_____	Concession	_____	Other	_____

SPECIAL INSTRUCTIONS/CONCERNS:

APPROVAL:

Approved _____

Denied _____

Activities Director

Administrator

Official Comments:

Eligibility and Grades



PROUD TO BE AN
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**Miami-Dade County Public Schools
Contract for**

Student Participation in Interscholastic Competitions or Performances

_____ **Senior High School**

Student Name (Print or Type) _____

Student ID Number _____

Team/Performing Group _____

A student who participates in interscholastic competitions and/or performance groups should demonstrate high standards of ethics and promote the development of good character and other life skills. A model student participant should exhibit a high degree of decorum demonstrating respect for self, family, and all people regardless of ethnicity, race, religion, gender or physical condition. As a representative of Miami-Dade County Public Schools (M-DCPS), I commit to adhering to the following values and team rules.

Core Values

CITIZENSHIP

I will:

- Comply with school, classroom and interscholastic competition rules.
- Respect all laws and rules of society.
- Use appropriate language at all times.
- Demonstrate behavior that is fair, civil, polite and courteous.
- Abide by and understand the rules of the competition in which I am participating.

COOPERATION

I will:

- Resolve conflicts with peers in an appropriate and lawful manner.
- Adhere to the school dress code.
- Accept responsibility for my own behavior.
- Support classmates and team members in their lawful endeavors.
- Demonstrate school pride in an appropriate manner.
- Cooperate with administrators, teachers, coaches, and sponsors.

COMPASSION

I will:

- Provide support to people who are in need of assistance.
- Demonstrate kindness to peers and adults.
- Assist teachers, coaches, and sponsors in making my school environment a positive place in which to learn.
- Support community outreach programs and charities when possible.
- Make contributions of time and energy that enrich the school environment.

HONESTY and RESPONSIBILITY

I will:

- Tell the truth.
- Live and compete honorably.
- Report any inappropriate or illegal act to an administrator, teacher, coach, or sponsor.
- Complete all work independently.
- Return lost property to the owner.
- Attend school and all classes regularly and on time.

INTEGRITY

I will:

- Express beliefs and feelings without regard to social pressure and do what's right even when it is unpopular or personally costly.
- Help fellow classmates and teammates.
- Support school activities and interscholastic programs.
- Exercise self-control.
- Engage in healthy life-style practices.

EXCELLENCE

I will:

- Put forth maximum effort and complete all academic assignments.
- Maintain a cumulative GPA of at least 2.00.
- Maintain an average conduct grade of at least 2.00 in each semester.
- Commit to being a student first and to getting the best education I can.

FAIRNESS and RESPECT

I will:

- Participate in activities that are safe, respectful and lawful.
- Treat all adults (administrators, teachers, coaches, and sponsors) and peers (teammates) with respect.
- Treat all people the same regardless of ethnicity, race, religion, gender, age or disability.
- Respect the integrity and judgment of competition judges or game officials.

Team/Performing Group Rules

All interscholastic athletics and school activities are meant to contribute to the overall academic excellence achieved by a student participant. The following rules and consequences are seen as the basic conditions that must be met by a student who wishes to represent his or her school through interscholastic competitions or performances:

- 1) A student must maintain a cumulative 2.00 GPA or higher as specified by s. 1003.43(1) *Florida Statutes*.
- 2) A student must receive a minimum 2.00 in conduct each semester.
- 3) If a student is assigned to Indoor Suspension/School Center for Specialized Instruction (SCSI), he or she will be unable to participate in interscholastic competitions or performances on the day(s) on which he or she is assigned. If the assignment to SCSI takes place on/or includes a Friday, the student will be unable to participate in interscholastic competitions or performances on the weekend.
- 4) A student who is serving an Outdoor Suspension cannot practice or participate in interscholastic competitions or performances and may be subject to further sanctions or penalties.
- 5) A student who has a total of eleven (11) cumulative days of suspension will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.
- 6) A student who has ten (10) or more cumulative absences will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.
- 7) A student who has twenty (20) or more cumulative tardies will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.
- 8) A student must be reported as present for the school day in order to participate in interscholastic competitions or performances, including practices.
- 9) A student who participates in interscholastic competitions or performances and has not performed at grade level as defined by the Florida Department of Education will attend two (2) hours per week of academic tutoring. Failure to attend required tutoring will result in a seven (7) calendar day suspension from interscholastic competitions or performances.
- 10) Any student who is arrested for conduct occurring on or off school grounds will be prohibited from participating in all interscholastic competitions or performances for a minimum of ten (10) days, including practices.

I have read and understand the requirements of the Contract for Student Participation in Interscholastic Competitions or Performances. I understand that participation in interscholastic competitions or performances is a privilege and not a right. I understand that I am expected to perform according to this contract and the team/performing group rules. I understand that there may be sanctions or penalties, which may include suspension or dismissal from the team/performing group.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

**JOHN A FERGUSON SENIOR HIGH SCHOOL
NOTICE OF ACTIVITIES & ATHLETICS INTERVENTION**

TO THE PARENTS OF _____
(Last) (First) (Middle)

ID No. _____ SCM No. _____ GRADE _____

This is to inform you that the above-named student has:

_____ accumulated at least 10 absences from school (excused and unexcused combined)

_____ accumulated at least 20 tardies from school (excused and unexcused combined)

_____ accumulated at least 5 days of suspension (indoor and outdoor combined)

M-DCPS Policy for Participation in Activities and Athletics

All interscholastic athletics and activities are meant to contribute to the overall academic excellence achieved by a student participant. The following rules and consequences are seen as the basic conditions that must be met by a student who wishes to represent his or her school through athletic/interscholastic competition or performance.

- 1) A student must maintain a cumulative 2.00 GPA or higher as specified by s. 1003.43(1) *Florida Statutes*.
- 2) A student must receive a minimum 2.00 in conduct each semester.
- 3) If a student is assigned to SCS, he or she will be unable to participate in athletic/interscholastic competition or performance on the day(s) on which he or she is assigned. If the assignment to SCS takes place on/or includes a Friday, the student will be unable to participate in athletic/interscholastic competition or performance on Saturday.
- 4) Students who are serving an external suspension cannot practice or participate in athletics/interscholastic competition or performance and may be subject to further sanctions or penalties.
- 5) Students who have a total of eleven (11) days suspension will not be allowed to participate in athletic/interscholastic competition or performance for the remainder of the school year.
- 6) A student who has ten (10) or more absences and/or 20 or more tardies will not be allowed to participate in athletic/interscholastic competition or performance for the remainder of the school year.
- 7) A student must be reported as present for the school day in order to participate in athletic and extracurricular activities.
- 8) Student participants who are identified as being FCAT Level 1 or 2 will be required to attend two hours of academic tutoring per week. Failure to attend required tutoring will result in a seven (7) calendar day suspension from athletic/ interscholastic competition or performance.
- 9) Any student who is arrested for conduct occurring on or off school grounds will be prohibited from participating in all extracurricular interscholastic athletics and activities for a minimum ten (10) days.

Attached is a copy of your child's Student Portfolio showing attendance history, academic performance and testing information.

Should your child accumulate 10 absences, 20 tardies or 11 days of suspension, your child will be deemed ineligible to participate in activities and athletics for the remainder of the school year. Once deemed ineligible, you and your child have a right to appeal the decision to the M-DCPS Division of Activities/Athletics and Accreditation.

If you have any questions regarding the Notice of Activities and Athletics Intervention, please contact the school. Our telephone number is: 305-408-2700(Athletics – extension 2260, Activities – extension 2024)

Signature of Student Receiving Intervention Notice

Signature of Activities or Athletic Director

A signed copy of this notice will be kept on file at the school site.

Elections



PROUD TO BE AN
“A” SCHOOL!

“The Best is Yet to Come, Cause Our Story Isn't Done!”

ELECTIONS

There are many ways that elections may be conducted, but the election procedure must be accomplished in such a manner as to ensure fairness to all candidates.

The following steps may be followed when conducting an election:

1. Establish times, dates, and places for the election.
2. Establish eligibility requirements to run for office.
3. Secure candidates for the various offices.
4. Establish campaign rules and notify all candidates of the applied rules.
5. Conduct the election and publish the results.
6. Establish procedures and time frames in the event of a run-off election.

Elections may be conducted during lunch, before or after school, or during grade-level classes. The number of students in that class should be verified by the instructor and each student should be provided an opportunity to vote.

In securing candidates, students may be nominated by other students or nominate themselves. Nominations should be accomplished by using a nominating form. The form may include:

1. Candidate's name;
2. Name of person nominating;
3. Candidate's complete class schedule;
4. Campaign and election rules and election calendar;
5. Candidate's signature indicating having read and understood all rules.

Campaign rules are established to:

1. Inform candidates when, where, and what they may do in regard to conducting a campaign;
2. Establish a total cost expenditure to avoid discriminating against those students who are financially disadvantaged;
3. Establish size limitations on campaigning materials such as banners, posters, etc. and
4. Ensure that campaign materials are student-generated.

Establish a committee to conduct the election, supervise the polls, and maintain the Elect Elite website. The election committee should be made up of at least the following:

1. Students who are not associated with the candidates or the issues, and are representative of the ethnic/racial composition of the school;
2. The Activities Director; and
3. The Principal or administrative designee.

The students on the committee should be poll workers and should be supervised by the staff members of the committee. The entire committee must be present to view the votes and announce the results at the conclusion of the election.

Schools may choose to conduct elections by scheduling a central location for registration and use the following voting procedures:

1. Student must present valid identification at the time of voting.
2. Identification must be matched with the students.
3. Students are required to initial the official roster before voting.
4. Students without proper identification will not be allowed to vote.
5. In the event of duplicate identification, only the signature vote will be counted.
6. Students should be reminded to have identification with them at all times to avoid losing their right to vote.

HELPFUL HINTS:

1. Campaign rules should be such that they prevent interference with normal school operation.
2. Candidates should be kept away from polling areas except to cast their own vote.
3. All results should be filed in a secure place and kept for reference until after the election of the following year.
4. A minimum of one week should be allowed for students to obtain forms and register as a candidate.
5. Students should be allowed a minimum of one week to campaign.
6. Members of the PTA/PTSA, who are cleared to be School Volunteers (see Volunteer Section for details), may be asked to assist with student elections.
7. Publicize the nomination deadlines as well as the criteria for candidate eligibility.

Sample Constitution



PROUD TO BE AN
“A” SCHOOL!

“The Best is Yet to Come, Cause Our Story Isn't Done!”

A constitution suitable for high school clubs usually consists of seven articles:

1. Name of the organization
2. Objective or purpose of the organization
3. Qualifications of members
4. Officers and committees
5. Meeting
6. Procedure for amending the constitution
7. Source of authority or veto power.

SKELETON CONSTITUTION (Example)

Article I (Name of the Organization)

This is easy. Just say “The name of the organization shall be _____.”

Article II (Purpose)

Here you list the purpose for which your organization was formed. They will vary somewhat with each club, but perhaps the purpose of the organization is to develop knowledge of the business world, to help each member grow in character, and to render a particular service to school or community. If the club has any particular responsibility, it should be specifically defined in this article.

Article III (Membership)

- Section 1. List the qualifications for membership in the club.
Section 2. List procedures for selecting members, no high school organization may exclude a potential member by a club vote.

Article IV (Officers and Committees)

- Section 1. List the officers of the club. For example: “The officers of this club shall be a President, a Vice President, a Secretary, a Treasure,” etc.
Section 2. Method of election of the officers, when officers are to be elected, and whether officers are to be elected by plurality or majority vote. (A plurality vote means that a candidate must be more votes than anyone else. The majority votes means that a candidate must receive more than one half of the votes cast.) Officers should be required to have a majority vote.
Section 3. Authorize the naming of standing and special committees. A recommended plan is to include here only the authority to appoint committee. Include details such as name, size, and function of the various committee in the by-laws.

Article V (Meetings)

Give only the very important items here, i.e. frequency, (You do not want a change in time and place next year to necessitate a constitutional change). Examples of important items: definition of a quorum: provision for number of business meetings per month.

Article VI (Amendments)

- Section 1. State who can originate an amendment. In individual? A committee?
- Section 2. State manner of presenting the amendment to the group. Usually the amendment must be read in several meetings preceding the vote or posted for all to see.
- Section 3. Describe the number of votes needed for adoption. This usually is 2/3 of the membership of the club
- Section 4. State time when amendment becomes effective. In a week? Immediately?

Article VII (Source of Authority or Veto Power)

This section is needed by clubs who received their authorization to exist through the school administration or school council. This central body would be named here as the source of authority and veto power.

It will be seen from this outline of a constitution that many of the functional details have not been included. Rather, the constitution gives only a bare outline of the essentials. Important details can be included in the by-laws, which are also organized in articles and sections for easy reference. By-laws are recommended for describing details because they are more easily changed to suit the changing needs of the group. A complete outline for writing the by-laws appears below. You need use only those sections necessary for the smooth operation of your club.

Outline for the By-Laws

Article I - Officers and Duties

- Section 1. President
- Section 2. Vice-President
- Section 3. Secretary
- Section 4. Treasurer.

Article II - Nomination of Officers

- Section 1. Nominating committee
- Section 2. Duties of nominating committee
- Section 3. Time of meeting and date of report
- Section 4. Nominations from floor

Article III - Qualification of Officers

- Section 1. Class (Senior, Junior, Any)
- Section 2. Succession (shall or shall not succeed oneself)
- Section 3. Other qualifications

Article IV - Recall of Officers

- Section 1. Reasons for Recall
- Section 2. Removal process

Article V – Committees

- Section 1. Regular or standing committees
- Section 2. Special committees
- Section 3. Appointment of committees

Article VI - Meetings

- Section 1. Special or called meetings
- Section 2. Regular meetings
- Section 3. Order of Business. A definite order of business should be included in the by-laws. An order of business that is more detailed than the one suggested in the Constitution included in this hand book is given below to show you some of the additions that might be made.
 - 1. Call to order
 - 2. Attendance, (determine at this time whether or not there is a quorum)
 - 3. Secretary's minutes
 - 4. Reading of correspondence. Action required is put in motion form.
 - 5. Treasurer's report
 - 6. Committee reports in the order that they are set up by the by-laws.
 - 7. Reports of special committees.
 - 8. Unfinished business
 - 9. New business (this can rise spontaneously or be prearranged)
All business must be in the form of a motion before it can be discussed.
 - 10. Adjournment.
- Section 4. Parliamentary procedure
- Section 5. Attendance rules.

Article VII - Dues, Fees, etc.

Article VIII - Awards

- Section 1. Purpose of awards
- Section 2. Eligibility or qualifications
- Section 3. Time and place of presentation

Article IX - Amendments to By-Laws

- Section 1. Procedures to originate
- Section 2. Voting Procedure

Club Forms



PROUD TO BE AN
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Monthly Club Calendars 2009 – 2010

In this section you will find a calendar for each month of the school year. It is important that you complete this calendar and submit it to the Student Activities Office by the 20th of each month for the upcoming month's events.

Completing this calendar will assure that your clubs' events get posted on the JAF Activities Webpage. However, by completing this calendar, please do not assume that an activity or an event has been approved. Approval will still require the appropriate paperwork.

Things to include on the monthly calendar:

Scheduled meetings
Special events
Contests and competitions
Field Trips the club will be taking
Concerts/Performances
School Wide Information



August 2009

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Opt Day	19 Opt Day	20 Teacher's Workday	21 Teacher's Workday	22
23	24 School Begins	25	26	27	28	29
30	31					



September 2009

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Fep Rally	4	5
6	7 Labor Day - No School	8	9 6:30 pm Senior Parent Night Blood Drive	10 Blood Drive Club Sponsor Mtg.	11	12
13	14	15	16 Senior Panoramic	17 Early Release	18	19
20	21	22	23	24 11 - 1 Club Rush	25	26
27	28 Teacher Planning Day - can opt.	29	30			



October 2009

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Teacher Planning Day -- no opt.	20	21 Spirit Week	22	23 Homecoming Game Pep Rally	24 Homecoming Dance
25	26	27	28 Falcon Fight Night	29 End 1st grading pd.	30 Teacher Planning Day -- can opt. Falcon Madness	31



November 2009

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Begin 2nd grading pd.	3	4	5	6	7
8	9 Blood Drive	10 Blood Drive	11 Veteran's Day - No School	12	13	14
15	16	17	18	19 Early Release	20	21
22	23	24	25	26 Thanksgiving - No School	27 Thanksgiving - No School	28
29	30					



December 2009

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 WINTER RECESS	22 WINTER RECESS	23 WINTER RECESS	24 WINTER RECESS	25 WINTER RECESS	26
27	28 WINTER RECESS	29 WINTER RECESS	30 WINTER RECESS	31 WINTER RECESS		



January 2010

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 WINTER RECESS	2
3	4	5	6	7	8	9
10	11	12	13 Blood Drive	14 Blood Drive	15	16
17	18 Martin Luther King Day - No School	19	20	21 End of 1st semester and 2nd grading period	22 Teacher Planning Day - can opt.	23
24	25 Begin 3rd grading pd.	26	27	28 Early Release	29	30
31						



February 2010

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 President's Day - No School	16	17	18	19	20
21	22	23	24	25 Early Release	26	27
28						



March 2010

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Teacher Planning Day - no opt.	2	3	4	5	6
7	8	9	10	11 Blood Drive	12 Blood Drive	13
14	15	16	17	18	19	20
21	22	23	24 Junior Ring Ceremony	25	26 End of 3rd grading pd.	27
28	29 SPRING BREAK	30 SPRING BREAK	31 SPRING BREAK			



April 2010

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 SPRING BREAK	2 SPRING BREAK	3
4	5 Teacher Planning Day --can opt.	6 Begin 4th grading pd.	7	8	9	10
11	12	13	14	15 Early Release	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



May 2010

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 Blood Drive	12 Blood Drive	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day - No School					



June 2010

Club Name:

Sponsors Name/Room Number:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9 Last Day of School	10 Teacher Planning Day	11 Teacher Planning Day	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

John A. Ferguson High School Club Minutes 2009-2010

(Please, type or print neatly.)

Name of Organization: _____

Sponsor: _____

Name of person preparing this report: _____

Number of members in the club: _____

Date: _____

General Meeting	Officer Meeting
# Present	# Present
# of Guests	Sponsor Present

- I. Call to order
 - A. Time meeting started _____
 - B. Who called the meeting to order? _____
- II. Reading of Last Meeting Minutes, read by secretary
- III. Treasurer's Report
 - A. Present Balance _____
 - B. List of expenditures since last report _____
- IV. Old Business
 - A. _____
 - B. _____
- V. New Business
 - A. _____
 - B. _____
- VI. Adjournment
 - A. Time meeting ended _____
 - B. Who called the meeting to a close? _____

****Minutes should be turned in immediately to the Activities Office after every meeting so that both the organization and Activities can keep up with the Club/Organization's progress.**

****This is just an example. Please retype if you need more room.**

Date Issued By Activities Office: _____

Meeting Cancellation Notice

Club Name: _____ Sponsor Name: _____

Date Meeting was scheduled: _____

Meeting was cancelled....Briefly explain why.

Date Issued By Activities Office: _____

Meeting Cancellation Notice

Club Name: _____ Sponsor Name: _____

Date Meeting was scheduled: _____

Meeting was cancelled....Briefly explain why.

Date Issued By Activities Office: _____

Meeting Cancellation Notice

Club Name: _____ Sponsor Name: _____

Date Meeting was scheduled: _____

Meeting was cancelled....Briefly explain why.

M-DCPS Club Data Collection Form

Deadline to submit to Activities Director is September 30th

School Mail Code: _____

Club Name: _____

Type of Club: _____ (Use the codes listed.)

Monitor or Advisor's Name: _____

Monitor or Advisor's Employee Number: _____

Club Codes

H = Honor Society
C = Curricular
I = Interest
S = Service
P = Performing Group
G = SGA/ ICC/Student Court
B = Class Board
E = Equal Access Group

Complete the following information for the students that are currently members of your club/organization.

Do not leave any lines blank.

Number of Males in the Club: _____

Number of Females in the Club: _____

Number of Students Currently in ESOL levels 1, 2, 3 or 4: _____

Number of Students Currently Enrolled in Honors Courses: _____

Number of Students Currently Enrolled in AP Courses: _____

Number of Students Whose Ethnicity is Hispanic (H): _____

Number of Students Whose Ethnicity is Black, Non-Hispanic (B): _____

Number of Students Whose Ethnicity is White, Non-Hispanic (W): _____

Number of Students Whose Ethnicity is Asian or Pacific Islander (A): _____

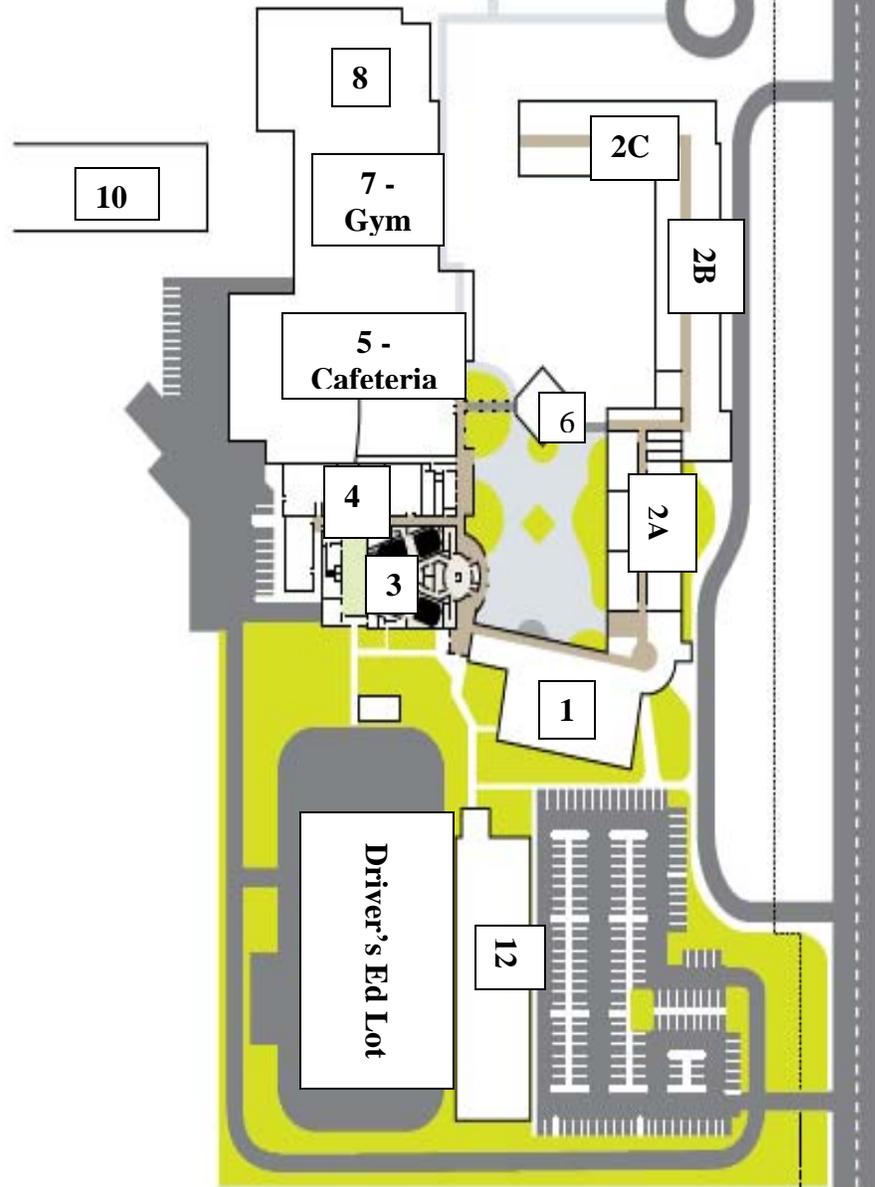
Number of Students Whose Ethnicity is Native American or Alaskan Native (N): _____

Number of Students Whose Ethnicity is Multiracial or Multiethnic (M): _____

Your advisor or Equal Access monitor supplement **will not** be processed until this form is completed and returned to the Activities Director.

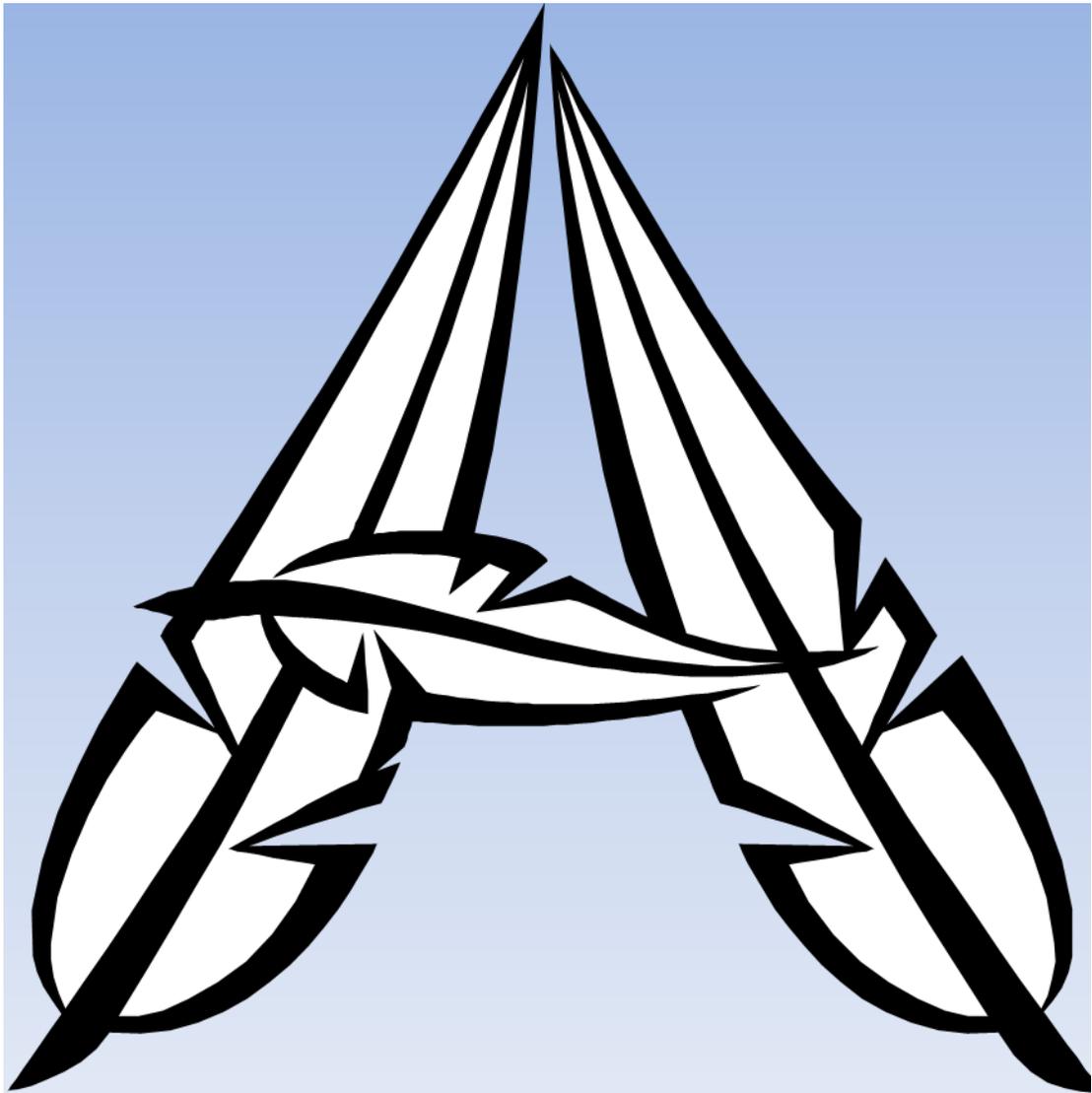
**This information is necessary for auditing purposes.
Thank you for your quick response.**

Ferguson Senior High
Campus



Miller Drive

Field Trip Guidelines



PROUD TO BE AN
“A” SCHOOL!

“The Best is Yet to Come, Cause Our Story Isn’t Done!”

FIELD TRIPS OVERVIEW

- Trips for students are permitted which have value in meeting educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity programs.
- In the planning of field trips, absences from school should be restricted to the least number of school days possible. The educational purpose and length of the field trip must be approved by the principal. Provisions for students to make up assignments for classes missed due to participation in field trips must be in accordance with procedures outlined in Board Rule 6Gx13- 5A-1.04 -- Student Attendance. A signed parental permission form must be on file at the school prior to student's participation.
- Students shall not be denied the privilege of participating in a field trip because of financial need. Clubs and/or organizations shall provide funds from fundraising activities to assist students with demonstrable needs. Provisions shall be made, when necessary, to finance the field trip through fundraising activities. Those students participating in the fundraising efforts shall receive credit toward the trip.
- A roster is to be submitted along with the field trip application request that includes the names, addresses and telephone numbers of all students who are eligible to participate in the field trip regardless of the student's decision to participate in said trip.
- School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.
- School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.
- School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.
- School-sponsored out-of-state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety; local and intrastate trips involving students traveling by bus must be in accordance with Florida Statutes and School Board Rules.
- Provisions must be made for the proper supervision of students by school employees.
- Parents are permitted to assist in such supervision. All chaperones must be at least 21 years of age and cleared as school volunteers at the level appropriate for the trip.
- The adult/student ratio shall be 1:15 on day trips; 1:10 on overnight trips.
- If a student group has members of each sex then chaperones of each sex should accompany the group.
- Students must have valid health insurance when traveling out of the country.

- Do not vary from approved itinerary except in the event of an emergency, but devise an alternative plan if a situation should arise that would create a disruption of the normal routine.
- Students are not permitted to transport other students on field trips.
- All other out-of-state and out-of-country trips will require specific Board approval and shall be directed to the Superintendent of Schools, and shall include the recommendation of the District Director of the Division of Athletics/Activities and Accreditation for approval or disapproval.
- Field trip requests to be approved by the School Board may be submitted to the District Director of the Division of Athletics/Activities and Accreditation at any time, but no later than 30 school days before the Board meeting prior to the anticipated trip. In cases of emergency the Board may, upon request, permit exceptions to this requirement.

Step 1**Approximately 30 days before trip or activity**

Check with Tanya Rae-Schulze and Petra Rodzewicz about your field trip and see if there are any special forms needed.

Note: If any money is collected for payment of the field trip, all fundraiser guidelines must be followed.

Step 2**20 days before the trip or activity**

Submit the following forms to Mrs. Rae-Schulze, Activities Director (remember the region needs two weeks):

- **Field Trip Permissions Request (FM-2431)** - (be sure to include the educational rationale for the trip in the *purpose of trip* section
- **Parent Permission form (FM-4573)** – (submit one copy with sections I and II completed, including dates and times. These are to be distributed to each student participating.) After all of the forms are completed and signed, they are to be collected, kept for one school year.
- **Field Trip Roster (FM-3530)** – (list the information of all eligible students including their name, identification number, grade, address and phone number.
- **Chaperone Information Form (FM-6802)** – (list each chaperone’s name, phone number, volunteer/employee number and volunteer level. **DO NOT PLAN TO USE SCHOOL PERSONNEL AS CHAPERONES UNLESS PRIOR APPROVAL FROM AN ADMINISTRATOR IS GIVEN WELL IN ADVANCE OF THE FIELD TRIP.** Secure substitute chaperones in case there is a chaperone cancellation. If school staff is utilized, a temporary duty form must be filled out. **IF YOU DO NOT HAVE APPROPRIATE CHAPERONE-STUDENT RATIO, THE TRIP WILL BE CANCELLED!** Confirm that you have 1 chaperone per 15 students for in-county and 1 chaperone per 10 students for out-of-county, out-of-state field trips or overnight trips.
- **Request for approval to use private car for transporting students** (if applicable), along with proof of insurance and a copy of the driver’s license for all drivers. Please note the driver’s insurance is the primary carrier and the district’s insurance is the secondary carrier. You must use school buses that are on the district’s approval carrier list. This is the safest mode of transportation for students.
- **Purchase order** (if applicable) – anything pertaining to the field trip that must be paid for must receive approval through a purchase order. (ie. Buses, admission, food, etc.) All funds must be documented and turned in to the treasurer on a daily basis.

NOTIFY the cafeteria manager, of the field trip date and the number of students who will not be in the building for lunch. Also, submit the **FOOD SERVICE MEAL REQUEST** form for those students who will need to be provided with packed lunches from the cafeteria.

ALL FORMS MUST BE TYPED

ALL MONEY must be received by the treasurer, Petra Rodzewicz, so that a check can be prepared for you by the day of the trip. Submit all check requisitions for all purchase orders. **DO NOT EXPECT A CHECK TO BE WRITTEN THE DAY OF THE TRIP!**

- **ALL PARENT PERMISSION FORMS – FIELD TRIP** forms must be checked for parent signatures, the emergency contact and medical information.
- **For In-House Field Trips:**
 - ~ Submit **FIELD TRIP ROSTER** form to the Attendance Clerk.
- Confirm bus for the trip. *(Note: Original invoices are required for payment to bus vendor, not a confirmation for bus services. Remember to include purchase order number on all invoices.)
- Confirm temporary instructor and/or internal coverage with the temporary instructor locator.
- Confirm with the cafeteria manager the exact number of students that will be out of the building for lunch and those students who will need to be provided with packed lunches from the cafeteria.

PRIOR TO DEPARTURE, PLEASE COMPLETE THE FOLLOWING:

- **Check attendance of all students who are participating in the trip.**
- Give final updated FIELD trip Roster form to the attendance clerk. *This should be the names of only those students who are actually attending the field trip. Any student who is absent should be deleted from the final roster.* This also applies to in-house field trips.
- Take all completed **PARENT PERMISSION FORM –FIELD TRIP forms** with you on the trip.

Field Trip Checklist

Categories:	Teacher:	Act. Director:
Field Trip Permission Slip (FM 2431)		
Parent Permission Form (FM 4573)		
Field Trip Roster (FM 3530)		
Chaperone Information Form (FM 6802)		
Use of Private Vehicle Form (FM 6298)		
Food Service Request Form (FM 3106)		
Copy of Roster for Attendance Office		
Itinerary and Invitation Included		
Chaperone Ratio Checked		
Students Checked		
NO Spelling or Grammatical Errors		

Comments: _____



Approving Field Trips

- Requests for in-county field trips should be processed a minimum of two weeks prior to the scheduled date of the trips with final approval or disapproval being granted by the Principal.
- Permission for students to participate in all events listed on the Florida High School Athletic Association calendar, all Middle School Athletic Program events and in all regularly scheduled interscholastic athletic events within the state, may be granted by the Principal.
- A committee will be appointed annually by the Superintendent to develop a list of recommended out-of-county/state trips for submission to the Board for approval. Approval of this list by the Board permits students to participate, providing the trip is recommended by the Principal. All other out-of-state trips (not pre-approved) will require specific Board approval and shall be directed to the Superintendent of Schools, and shall include the recommendation of the Regional Center Superintendents.
- Requests for students groups to leave the county for events not pre-approved by the School Board shall be directed to the Regional Center Superintendents for approval or disapproval prior to the formulation of plans for the trip.
- Field Trip Requests to be approved by the School Board must be submitted to the Director of Athletics/Activities at least 45 school days before the Board meeting prior to the anticipated trip. In cases of emergency the Board may, upon request, permit exceptions to this requirement.

Regional Center Superintendent's Responsibilities

For In-County (no sleeping arrangements or hotel accommodations)

In-county field trips that do not involve sleeping arrangements or hotel accommodations do not require Regional Center approval. They are to be approved and filed at the school site.

For In-County (with sleeping arrangements or hotel accommodations)

In-county field trips that do involve sleeping arrangements or hotel accommodations require Regional Center approval of the *Field Trip Chaperone Roster* (FM-6802).

For Out-of-County/Out-of-State on the Board approved list (no sleeping arrangements or hotel accommodations)

1. No Regional Center approval required. These field trips are approved by Board Rule 6Gx13-6A-1.22.
2. Documentation is submitted to the Regional Center for informational purposes only. A copy should be kept on file at the Regional Center.

For Out-of-County/Out-of-State on the Board approved list (with sleeping arrangements or hotel accommodations)

1. Regional Center approval of the *Field Trip Chaperone Roster* (FM-6802) is required. These field trips are approved by Board Rule 6Gx13-6A-1.22.
2. Once the *Field Trip Chaperone Roster* (FM-6802) is approved, a copy should be kept on file at the Regional Center.

For Out-of-County/Out-of State not on the Board approved list and all Out-of- Country

1. Review the field trip request including all attached documents.
2. Sign the *Field Trip Permission Request Form* (FM-2431), *Field Trip Chaperone Roster* (FM-6802), and return the original request and attached documents to the school. Make one copy of the request with all attached documents to be filed at the Regional Center.

Sponsor's Responsibilities

1. Request permission from the Principal to conduct a field trip before initiating the planning stages.
2. Review all rules and regulations:
 - A. Board Rule 6Gx13-6A-1.22 (Field Trips) and 6Gx13-1B-1.01 (Volunteers)
 - B. Required documentation – *Field Trip Permission Request Form* (FM-2431), *Field Trip Roster* (FM-3530), letter of invitation, complete itinerary
 - C. List of approved out-of-county/state field trips.
3. For water-related field trips complete the following:
 - A. Verify with the Office of Risk and Benefits Management that a current certificate of insurance is on file for the organization/site (305-995-7133).
 - B. Contact the Department of Safety, Environment & Hazards Management to verify that the activity meets the requirements for water safety (305-995-4949).
 - C. Complete *Request Form For Water Related Field Trips* (FM-6614).
4. Refer to the Financial Guidelines section and consult with the school treasurer to ensure proper procedures are followed.
5. Ensure that adequate funding is procured to fund the trip.
6. Secure completed and signed parent permission form (which includes transportation information) from each student who will participate in the field trip. **Emphasis should be placed on complete medical information.**
7. Ensure all chaperones are cleared at either Level I or II as appropriate for the trip.
8. Complete the *Field Trip Permission Request Form* (FM-2431), attaching the following information, and submit to the Principal or designee for approval:
 - A. Letter of invitation
 - B. Objectives of the trip
 - C. Complete itinerary, including coordination of transportation and hotel information
 - D. *Field Trip Roster* (FM-3530)
 - E. *Copy of Parent Permission Form* (FM-4573)
 - F. *Field Trip Chaperone List* (FM-6802)
9. Upon approval of trip,
 - A. Ensure that the chaperones have available and accessible to them during the trip:
 1. Field trip roster
 2. Copy of all parent permission forms with emergency contact information
 3. Evacuation/Fire Protection information
 4. Any other information that will assist them with their responsibilities for students during the trip.

- B. Forward one copy of the *Field Trip Permission Request Form* (FM-2431) and the *Field Trip Roster* (FM-3530) to the school cafeteria manager and the school attendance clerk.
10. Submit all necessary documents concerning the field trip to the Principal at least eight (8) weeks before the Board meeting prior to the anticipated field trip. (For those trips requiring Board approval only).
 11. All trips requiring Board approval must be submitted to the Division of Athletics/Activities and Accreditation at least 45 days before the Board meeting prior to the trip. Principal and Regional Center must have signed.

**It is imperative that sponsors and chaperones
remain with the group during travel.**

Principal's Responsibilities

1. Grant permission or reject field trip requests before the sponsor enters the planning stages and notify the sponsor of the status of the trip.
2. Validate all items on the *Field Trip Permission Request Form* (FM-2431), *Field Trip Roster* (FM-3530), *Field Trip Chaperone List* (FM-6802), the itinerary, and the letter of invitation. Ensure complete use of form and accuracy of information.
3. Review field trip dates to ensure no more than two (2) school days are missed. Student exchange programs and approved out-of-county/out-of-state trips (FM-2431) are excluded.
4. Submit all original documents for out-of-county/out-of-state (not pre-approved) field trips to Regional Center Superintendent for approval.
5. Submit all original documents for field trips requiring School Board approval to the Regional Center Superintendent at least 60 days before the Board meeting prior to the anticipated field trip.
6. Follow up with the Regional Center regarding approval of the trip.
7. Notify sponsor of the approval or denial of the requested trip.
8. Notify the Regional Center of all Out-of-County/Out-of-State trips, including those that are pre-approved.

Division of Athletics/Activities and Accreditation's Responsibilities

For Out-of-County/Out-of State not on the Board approved list and all Out-of- Country

1. Review the field trip request including all attached documents.
2. Prepare Board agenda item requesting approval for the field trip.
3. Notify the Principal of the School Board's decision.

Prohibited Sport Utility Vehicles

(w/ wheelbase of $\leq 110''$, required to have rollover warning label)

Source: *Consumer Reports April 2000, Annual Auto Issue; 2000 model vehicles.*

Chevrolet Blazer (2-door and 4-door)	Land Rover Discovery
Chevrolet Tracker	Land Rover Range Rover
Ford Escape	Lexus RX300
GMC Jimmy (2-door and 4-door)	Mazda Tribute
Honda CR-V	Mitsubishi Montero
Honda Passport	Mitsubishi Montero Sport
Hyundai Santa Fe	Nissan Pathfinder
Infiniti QX4	Nissan Xterra
Isuzu Amigo	Oldsmobile Bravada
Isuzu Rodeo	Pontiac Aztek
Isuzu Trooper	Subaru Forester
Isuzu VehiCross	Suzuki Vitara
Jeep Cherokee	Suzuki Grand Vitara
Jeep Grand Cherokee	Toyota 4Runner
Jeep Wrangler	Toyota RAV4
Kia Sportage	

Note: This list is intended as a guide to identify Multipurpose Passenger Vehicles (MPVs) that are not statutorily permitted to be owned or operated by school districts or charter schools for student transportation (Section 234.02, 2000 Florida Statutes, available at <http://www.leg.state.fl.us/statutes/index.cfm>). The list above has not been verified as accurate or all-inclusive and may not apply to other year models of these or other vehicles.

Identifying the Vehicle Type (and wheelbase, if an MPV sport utility vehicle)

The only positive method for determining whether a particular vehicle falls within the allowable statutory exceptions to the use of a School Bus is to confirm the vehicle type (*Title 49 CFR, Part 567.4 and Part 571.3) listed on the manufacturer's data plate or label, usually located on the driver's door or door jamb. For the sport utility vehicle subcategory of the MPV vehicle type, it is also necessary to confirm the vehicle wheelbase. Any sport utility vehicle MPV with a wheelbase of $\leq 110''$, such as those listed above, may not be owned or operated by a school district or charter school for student transportation. For other vehicle types, the wheelbase is not a factor in their acceptability for use. The vehicle type and wheelbase can be confirmed either by physical observation of the vehicle's federal certification label and physical measuring of the wheelbase (distance from the centerline of the front wheels to the centerline of the rear wheels), or by requiring that the manufacturer or dealer verify these items.

Acceptable Vehicle Types
(subject to requirements of Section 234.02, FS)

Acceptable vehicles meeting Section 234.02 criteria are only those that are classified by the manufacturer under the following federal definitions:

- 1) School Bus- Meeting all Federal Motor Vehicle Safety Standards and Florida Specifications applicable to School Buses
- 2) Passenger Car- Any wheelbase; includes, in part, sedans, coupes, hatchbacks, wagons
- 3) Multipurpose Passenger Vehicle- Includes minivans and larger sport utility vehicles. Excludes MPVs such as the ones listed above, commonly known as "sport utility vehicles" that have a wheelbase of 110 inches or less. These short-wheelbase, utility vehicle MPVs are required, federally, to contain a rollover warning label under *Title 49 CFR, Part 575.105, affixed to either side of the driver's sun visor, and may not be owned or operated by school districts or charter schools for student transportation under Section 234.02, FS.

Other Prohibited Vehicle Types

Other prohibited vehicle types (as defined in *Title 49 CFR, Part 571.3) that may not be owned or operated by school districts or charter schools for student transportation include:

- 1) Truck- Light trucks, such as small or large pickups; medium-duty trucks; heavy trucks
- 2) Bus- any non-school bus vehicle designed to transport more than ten persons; examples include full-size vans, shuttle buses, and other types of buses that are not School Buses meeting all Federal Motor Vehicle Safety Standards and Florida Specifications for School Buses.
- 3) Motorcycle
- 4) Trailer

* Title 49 CFR references are available at <http://www.access.gpo.gov/nara/cfr/index.html>.

WSDTL067DATA\USERDATA\BIBS\SCHTRANS\IVANS\Small SUVs List.doc

Acceptable Vehicle Types
(subject to requirements of Section 234.02, FS)

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- 4) Trailer

* Title 49 CFR references are available at <http://www.access.gpo.gov/nara/cfr/index.html>.

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THE FOLLOWING IS THE CURRENT LIST OF PRIVATE SCHOOL BUS SERVICES WHICH HAVE BEEN APPROVED TO OPERATE ROUTES, FIELD TRIPS, AND ACTIVITY TRIPS FOR MIAMI-DADE COUNTY PUBLIC SCHOOLS AS OF THIS DATE.

EFFECTIVE IMMEDIATELY, WE WILL BE ACCEPTING THE YELLOW SCHOOL BUS INSPECTION STICKER FROM BROWARD COUNTY PUBLIC SCHOOLS, ALONG WITH OUR MIAMI-DADE COUNTY PUBLIC SCHOOLS CURRENT RED INSPECTION STICKER UNTIL FURTHER NOTICE.

1. A + Kiko & Kika School Bus Service (6 Available Buses)
2110 SW 20 Street (1 A/C Bus)
Miami, Florida 33145
Phone/Fax: 305-856-6832 Cell: 305-219-2342
Ms. Celeste Rodriguez
Email: rodriguez6718@bellsouth.net
Website: www.kikoandkika.com

2. A1A Transportation, Inc. (34 Available Buses)
15151 N.W.33rd. Place
Miami Gardens, Florida 33054-2400
Phone: (305)685-8040 Fax: (305) 685-6840
WWW.A1ATRANSPORTATION.COM
Mr. Eddie Hernandez, Transportation Director
Mark Rivera, Dispatcher

3. ABC Club, Inc. (10 Available Buses)
4701 S.W. 132 Avenue (3 A/C Buses)
Miami, Florida 33175
Phone: (305) 221-3272- Fax: (305) 221-6500 Cell: (786) 487-4086
Ms. Luisa Hernandez
E-Mail: ABCSCHOOLBUSES@AOL.COM

4. ADT Transportation, Inc. (4 Available Buses)
4310 N. W. 185 Street
Carol City, Florida 33055
Phone: (305) 625-7710 Fax: (305) 622-2608 Cell: (786) 285-8752
Ms. Anita Trujillo

5. Air B School Bus Transportation, Inc. (32 Available Buses)
6241 S. W. 16th Terrace, Miami, Florida 33155 (1Handicap Bus)
Phone: (305) 267-1001 or 305-264-7579 or 305-264-6848
Fax: (305) 267-3139
Mr. Henry Beltran
AirBBusservice@aol.com

6. Barbara School Bus Service (8 Available Buses)
8450 NW 178 Street, Miami, Florida 33015-3531
Phone: 305-556-2339 Fax: 305-823-0752 Cell: 786-236-7697
Ms. Barbara Perez
E-Mail: barbaraschoolbus@bellsouth.net
7. J. C. Arver School Bus Service, Inc. (4 Available Buses)
18520 N. W. 47th Avenue, Miami, Florida 33055
Phone: (305) 624-1247 Fax: (305) 620-5969
Mr. Gregory Arver
8. Bestway School Bus Service (9 Available Buses)
4501 SW 142 Place, Miami, Florida 33175
Phone: (305) 227-0135 Fax: (305) 220-6682 Cell: 305-796-1523
Maricel & Rey Morera
9. Carlos & Susanna School Bus Service (15 Available Buses)
3340 S.W. 80th Avenue, Miami, Florida 33172
Phone: (305) 261-8571 Fax: (305) 266-2284
Mr. Henry Beltran
10. Del Aguila Bus Service, Inc. (13 Available Buses)
825 Lisbon Street, Coral Gables, Florida 33134
Phone: (305) 446-6001 Fax: (305) 446-8272
Mr. Jose Del Aguila
11. Franmar Corporation (46 Available Buses)
19301 S. W. 108 Avenue, Miami, Florida 33177
Phone: (305) 253-5086 Fax: (305) 253-8427 Cell: (305) 970-1067
Ms. Fran Martinelli
12. Maria Gamboa Bus Service (7 Available Buses)
8035 N.W. 170 Street (1 Handicap Bus)
Miami Lakes, Fl 33015
Phone: 786-488-4265 Fax: 305-512-3048 Cell 786-298-6444
Ms. Maria Gamboa
E-Mail - rmgsbs@aol.com
13. J & A Hernandez (9 Available Buses)
9400 S. W. 15 Street, Miami, Florida 33174 (2 with A/C and Lift)
Phone: (305) 559-6771 and (786) 236-3800 Fax: (305) 559-5995
Mr. Jose Hernandez
Email: JAHERNANDEZCORP@BELLSOUTH.NET
14. Gesper Bus Service
1130 N.W. 140 Street
Miami, Florida 33168
Phone: 786-277-0268/305-953-0940 Fax: 305-751-6959 or 305-759-8393
Cell:305-244-0012
Mr. Gesper Saint-Sume

15. Edicta & Evelio Jomarron School Bus Service (8 Available Buses)
3101 S. W. 26 Street, Miami, Florida 33133
Phone: 786-236-1544 Fax: (305) 443-9604
E-Mail: Andresjomarron@yahoo.com
16. M & M Marroquin School Bus Service, Inc. (9 Available Buses)
2930 S. W. 17 Street
Miami, Florida 33145
(305) 446-0246 Fax: (305) 444-4549
Ms. Marlene Marroquin
17. Manolin & Pilar Martinez School Bus Service (10 Available Buses)
2830 S. W. 79 Court, Miami, Florida 33155
Phone: (305) 444-2240 Fax: (305) 262-7208 Cell: 786-263-1312
Ms. Pilar Martinez/Stephanie
18. Maranata School Bus Service Corporation (19 Available Buses)
7161 S. W. 7 Street, Miami, Florida 33144 (1 Handicap Bus)
Phone: (305) 264-8423 Fax: (305) 260-0732 Cell: 305-773-5436
Mr. Ulises Arias
Email: WWW.MARANATASCHOOLBUSSERVICE.COM
19. Mercedes Orellana School Bus Service, Inc. (3 Available Buses)
8847 NW. 110th Street
Hialeah Gardens, Florida 33018
Phone: (305) 556-5771 Fax: (305) 817-8867 Cell: (305) 796-6314
Ms. Mercedes Orellana
ORELLANAM@BELLSOUTH.NET
20. Munoz School Bus Service (2 Available Buses)
2838 Village Green Drive
Miami, Florida 33175
Phone: (305) 229-0565 Fax: (305) 456-8868 Cell: (305) 338-2236
Cell: (305) 282-6694
Ms. Millie Munoz
21. A. Oliveros, Inc. (9 Available Buses)
3114 W. 69th Place
Hialeah, Florida 33018
Phone: (305) 822-3270 FAX: (305) 557-1371
Mr. Alvaro Oliveros
Aoliveros@gmail.com
22. J. Ruiz School Bus Service, Inc. (10 Available Buses)
1021 W. 46th Street, Hialeah, Florida 33012
Phone: (305) 821-4681 Fax: (305) 827-9179
Mr. Jose A. Ruiz
JRuizBus@aol.com

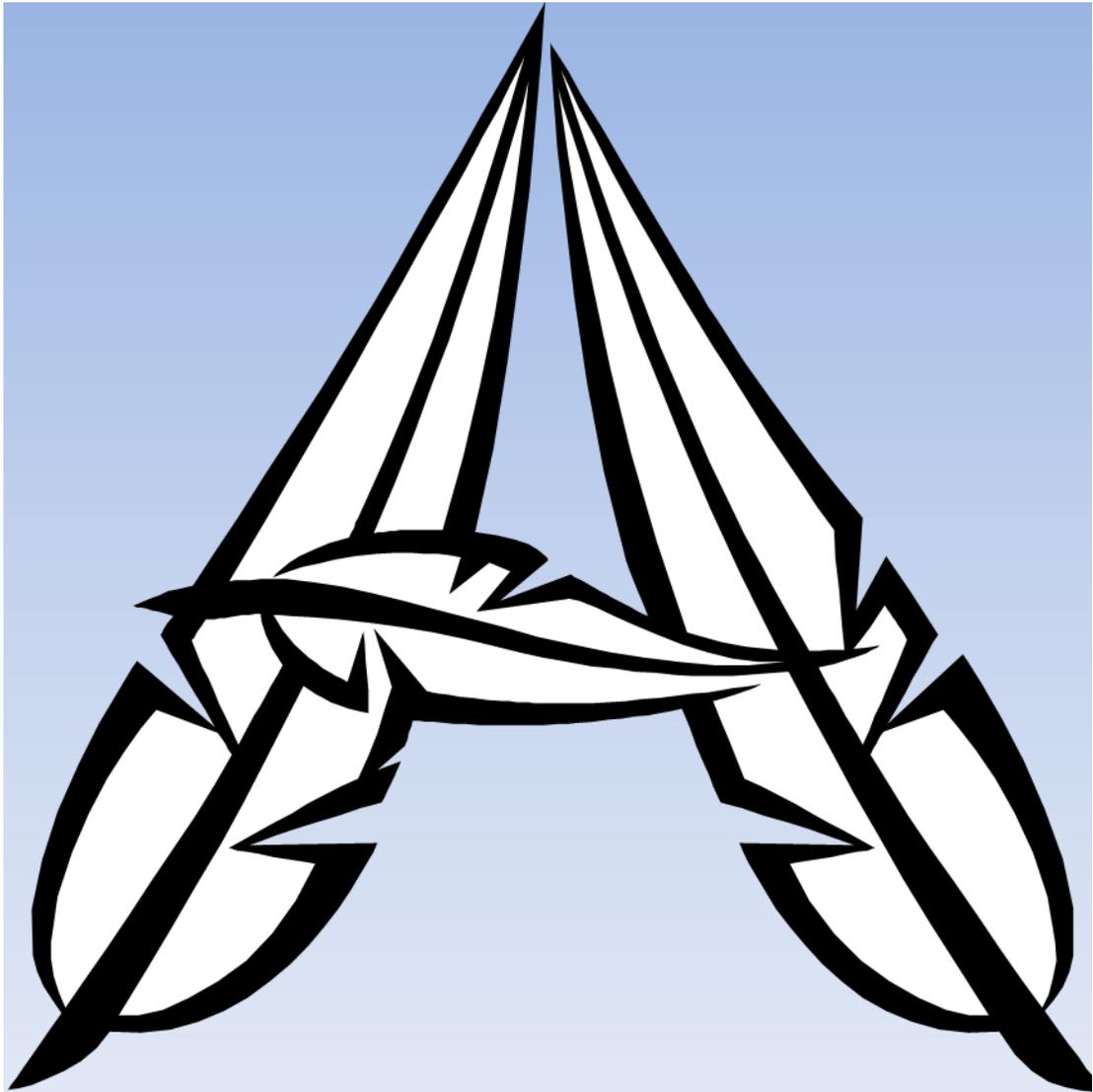
23. United Bus Service, Inc. (13 Available Buses)
3660 S. W. 9th Terrace #2
Miami, Florida 33135
Phone: (305) 476-0746 Fax: (305)476-8756 Cell: (305) 807-9624
Mr. Marco Marroquin
Javercanas@gmail.com
24. J & M Vera School Bus Service, Inc. (5 Available Buses)
2597 West 70th Street, Hialeah, Florida 33016
Phone: (305) 822-0615 Fax: (305) 822-0507 Cell: 305-345-1144
Mr. Jose Vera
www.VeraSchoolBus.com

If a company does not appear on the above list, it is not approved to provide school bus transportation to M-DCPS students at this time. Do not contract with companies which do not appear on this list, under any circumstances. Principals are responsible to ensure that any and all field trips or activity trips which require the use of contracted school buses are operated only by approved companies. Use of Metro buses is not Miami-Dade County Public Schools approved. Updates to this list will be sent over e-mail whenever necessary to ensure that current information is available to all locations. Please make certain that all persons at your location who make arrangements for contracted school buses receive a copy of this e-mail. Questions concerning this e-mail should be directed to the Department of Procurement Management at 305-995-2350, 995-2332 or 995-2333.

For Charter Buses, please visit:

http://procurement.dadeschools.net/field_trips.asp

Field Trip Forms



PROUD TO BE AN
“A” SCHOOL!

“The Best is Yet to Come, Cause Our Story Isn't Done!”



FIELD TRIP PERMISSION REQUEST FORM

PRE-APPROVED BY: BOARD RULE FHSAA

PERMISSION IS REQUESTED TO PARTICIPATE IN A FIELD TRIP. DATE _____

In-County Out-of-County Out-of-State Out-of-Country

Destination _____ ADDRESS _____

Dates of Trip (Include departure/return time) FROM _____ TO _____

Name of School Group (Band, Debate, etc.) _____

Name of School Group Sponsor _____ Sponsor's Signature _____

Number of Students in Group _____ Number of Students Participating in Trip _____

Cost to Each Student _____ Provision for Those Unable to Pay _____

Means of Funding Trip _____

Number of Teachers _____ Number of Parents _____

PARENT PERMISSION SLIPS for participating students must be on file in the Office of the Principal prior to the field trip.

PURPOSE FOR TRIP (Include objective, invitation and itinerary) _____

<p>TRANSPORTATION: *Private Vehicle (Name of Driver) _____</p> <p>**Bus Company _____</p> <p>Airline (Name of Carrier) _____</p> <p>Other (Specify) _____</p> <p>+++++</p> <p>*Valid Driver's License verified? Yes _____ No _____ By Whom? _____ (Private Vehicle Only)</p> <p>**Approved Private School Bus and Chartered Bus vendor verified by using the Department of Procurement Management website at http://procurement.dadeschools.net/field_trips.asp. A printed copy reflecting vendor approval must be attached for review. Yes _____ No _____ By Whom? _____</p>

PRINCIPAL SIGNATURE _____ SCHOOL _____

REGION SUPERINTENDENT _____ DATE _____
(Return to school for submission to District Athletics/Activities and Accreditation, if applicable)

- FORWARD ONE COPY OF THIS FORM TO THE CAFETERIA MANAGER OF YOUR SCHOOL.
- FOR IN-COUNTY OR PRE-APPROVED TRIPS, FORWARD ONE COPY OF THIS FORM WITH ROSTER ATTACHED TO THE REGION.
- FOR OUT-OF-COUNTRY (NOT PRE-APPROVED), THIS FORM AND ALL SUPPORTING DOCUMENTS MUST BE FORWARDED TO THE REGION FOR REVIEW AND APPROVAL.
- FOR OUT-OF-STATE (NOT PRE-APPROVED) AND OUT-OF-COUNTRY TRIPS, THIS FORM AND ALL SUPPORTING DOCUMENTATION MUST BE FORWARDED TO THE DIVISION OF ATHLETICS/ACTIVITIES AND ACCREDITATION FOR REVIEW AND SUBMISSION FOR BOARD APPROVAL.
MAIL CODE: 9723

FOR REGION AND/OR DISTRICT ATHLETICS/ACTIVITIES AND ACCREDITATION USE ONLY	
Assistant Superintendent _____	Date _____
Deputy Superintendent _____	Date _____

APPROVED OUT-OF-COUNTY/OUT-OF-STATE TRIPS*
2009-2010

A. CLUBS AND ORGANIZATIONS AFFILIATED WITH NATIONAL ASSOCIATIONS**

1. Distributive Education Clubs of America (DECA), an Association for Marketing Students
2. Family, Career and Community Leaders of America (FCCLA)
3. The National FFA Organization (FFA)
4. Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA)
5. Health Occupations Students of America (HOSA)
6. Southern Association of Student Councils (SASC)
7. SkillsUSA
8. Technology Student Association (TSA)
9. American Automobile Association (AAA) School Safety Patrol
10. Future Educators of America (FEA)
11. National Youth Crime Watch
12. Special Olympics
13. Student Against Destructive Decisions (SADD)
14. Business Professionals of America/Career Education Clubs of Florida (BPA/CECF)
15. National Academy Foundation (NAF)
16. United States Department of Agriculture (USDA) Ambassadors
17. Fine Arts: Music Educators National Conference, International Thespian Society, Southeastern Theatre Conference, National Dance Education Organization, National Art Education Association, Alliance for Young Artists and Writers Scholastic Art Awards

B. CURRICULUM/ACTIVITIES - RELATED ORGANIZATIONS**

1. Close-Up Program
2. Columbia Scholastic Press Association Convention, Columbia University
3. Advanced academic/gifted student contests
4. Yearbook Seminars
5. State and national invitational forensic tournaments
6. State and national academic conferences, fairs, and competitions
7. Music groups, visual art exhibitions, theatrical groups, dance troupes, speech and debate teams, cheerleader competitions and festivals
8. Junior Reserve Officers' Training Corps (JROTC)
9. National High School Model United Nations (NHSMUN)
10. Magnet Programs (Theme-based)
11. SeaCamp (Big Pine Key, FL); John Pennekamp State Park (Key Largo, FL)
12. The Read to Lead Program
13. The African Sisters School Project
14. Museums located in Broward and Monroe Counties
15. Zoological Centers and Nature Preserves located in Broward and Monroe Counties
16. Wanna Do City, (Sunrise, FL)

C. GENERAL INTEREST ACTIVITIES

1. Related performing and visual arts events (e.g., New York, NY; Los Angeles, CA) ***
2. Related historical environs and special events (e.g., New York, NY; Washington, DC; Williamsburg and Jamestown, VA; St. Augustine, FL; Tallahassee, FL; Boston, MA; Philadelphia, PA; Chicago, IL) ***
3. Everglades National Park
4. Epcot Center
5. Disney Animal Kingdom
6. Busch Gardens
7. Cape Canaveral
8. Disney Grad Nite /Universal Studios Grad Bash (for high school seniors only)
9. Events sanctioned by the Florida High School Athletic Association (FHSAA)
10. Sea World

* Pre-approval does not indicate that funding is supplied.

** Trip designations for these events may change yearly. Trips outside of the United States require School Board approval.

*** Broward and Monroe County sites/events are included as part of this item.

FM-2431 (Rev. 08/09)



PARENT PERMISSION FORM -- FIELD TRIP

Field trips are not mandatory. They are designed to enhance curriculum, to encourage student participation in extra-curricular activities, and to serve as community service projects.

SECTION I. IDENTIFYING INFORMATION

SCHOOL _____ DATE _____
STUDENT'S NAME _____ I.D. NO. _____ GRADE/HR _____

SECTION II. NOTIFICATION TO PARENT

_____ is planning a field trip for _____ to _____
Teacher/Sponsor Name _____ Group/Subject _____
The purpose of the trip is _____
TRANSPORTATION: Private Vehicle _____ Bus _____ Airline _____ Other _____
Name of Carrier _____ Please Specify _____
This trip will be chaperoned by _____ Cost to each student \$ _____
(Teacher/Parent/Both-indicate how many)

I understand that if I am unable to pay for the cost of this trip, and I want my child to participate, where appropriate, my child will be given an opportunity to raise funds through authorized fund-raising activities, or be given assistance in identifying other fund source. (This provision does not apply to activities not directly related to classroom instruction, e.g., grad nite, football games, banquets.)

DEPARTURE: Date _____ Approximate Time _____ RETURN: Date _____ Approximate Time _____
-The above time schedule and/or personnel may be changed due to unforeseen circumstances. -

PLEASE KEEP THE TOP PORTION FOR YOUR INFORMATION.
RETURN THE BOTTOM PORTION TO THE TEACHER.

SECTION III. PARENT/GUARDIAN'S WRITTEN PERMISSION TO PARTICIPATE IN ACTIVITY

I hereby give permission for my child _____ to participate in the field trip _____
(Child's Name)
DEPARTURE: Date _____ Approximate Time _____ RETURN: Date _____ Approximate Time _____
I have completed the EMERGENCY CONTACT INFORMATION in Section IV (see below).
SIGNATURE OF PARENT/GUARDIAN _____ DATE _____

SECTION IV. EMERGENCY CONTACT INFORMATION

1. Name of parent/guardian _____ 2. Parent/Guardian Phone No(s) _____
3. In case parent/guardian cannot be reached, please contact _____ Residence: _____
Relationship _____ Telephone No. _____ Name _____ Business: _____
4. Physician's Name _____ Telephone No. _____ Beeper: _____
5. Only if applicable, complete the following: Please list any insurance policy
a. My child has the following medical problem: _____ covering your child: _____
b. My child takes the following medications regularly: _____
(Proper Medical form #2702B is on file at the school) Policy No. _____
c. My child has the following allergies: _____
I AUTHORIZE MEDICAL TREATMENT FOR MY CHILD IN CASE OF ACCIDENT OR ILLNESS WHILE ON THE TRIP.
PARENT/GUARDIAN SIGNATURE _____ Date: _____

FOR SECONDARY SCHOOLS ONLY:

SECTION V. TEACHER NOTIFICATION OF ACTIVITY

Field Trip to: _____ Date(s): _____ to: _____

Name of Group/Subject: _____ Sponsor's Name: _____

PERIOD 1 _____ PERIOD 5 _____

PERIOD 2 _____ PERIOD 6 _____

PERIOD 3 _____ PERIOD 7 _____

PERIOD 4 _____

FM-4573E Rev. (06-01)

WATER RELATED FIELD TRIP PERMISSION REQUEST FORM

PRE-APPROVED BY: BOARD RULE _____ FHSAA

PERMISSION IS REQUESTED TO PARTICIPATE IN A FIELD TRIP. DATE _____

In-County Out-of-County Out-of-State Out-of-Country

Destination _____ ADDRESS _____

Dates of Trip (Include departure/return time) FROM _____ TO _____

Name of School Group (Band, Debate, etc.) _____

Name of School Group Sponsor _____

Number of Students in Group _____ Number of Students Participating in Trip _____

Cost to Each Student _____ Provision for Those Unable to Pay _____

Means of Funding Trip _____

Number of Teachers _____ Number of Parents _____

PARENT PERMISSION SLIPS for participating students must be on file in the Office of the Principal prior to the field trip.

PURPOSE FOR TRIP (Include objective, invitation and itinerary) _____

TRANSPORTATION: *Private Vehicle (Name of Driver) _____

**Bus Company _____

Airline (Name of Carrier) _____

Other (Specify) _____

*Valid Driver's License verified? Yes _____ No _____ By Whom? _____
(Private Vehicle Only)

**Approved Chartered Bus verified by Department of Procurement Management (395-2350) Yes ___ No ___ By Whom? _____

**Approved Private School Bus verified by Department of Transportation (234-3365) Yes ___ No ___ By Whom? _____

PRINCIPAL SIGNATURE _____ SCHOOL _____

REGION SUPERINTENDENT APPROVAL _____ DATE _____

(Return to school for submission to District Athletics/Activities and Accreditation, if applicable)

FORWARD ONE COPY OF THIS FORM TO THE CAFETERIA MANAGER OF YOUR SCHOOL.

*FOR IN-COUNTY OR PRE-APPROVED TRIPS, FORWARD ONE COPY OF THIS FORM WITH ROSTER ATTACHED TO THE REGION CENTER.

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*FOR OUT-OF-STATE (NOT PRE-APPROVED) AND OUT-OF-COUNTRY TRIPS, THIS FORM AND ALL SUPPORTING DOCUMENTATION MUST BE FORWARDED TO THE DIVISION OF ATHLETICS/ACTIVITIES AND ACCREDITATION FOR REVIEW AND SUBMISSION FOR BOARD APPROVAL. MAIL CODE: 1500 ANNEX - ROOM 216

FOR REGION OPERATIONS, DISTRICT ATHLETICS/ACTIVITIES AND ACCREDITATION, AND/OR DIVISION OF LIFE SKILLS AND SPECIAL PROJECTS	
Assistant Superintendent _____	Date _____
Associate Superintendent _____	Date _____



REQUEST FORM FOR WATER RELATED FIELD TRIPS

SCHOOL: _____ PRINCIPAL: _____
 ADDRESS: _____ TELEPHONE: _____
 REQUESTING PERSON: _____ TITLE: _____
 NUMBER OF STUDENTS: _____ NUMBER OF CHAPERONES: _____
 DATE REQUESTED: _____ DATE OF FIELD TRIP: _____

NOTE: Requests must be submitted to the Department of Safety and the Office of Risk Management at least two weeks prior to the trip. The request should be submitted during the planning stage.

ACTIVITY(S) PLANNED FOR THIS FIELD TRIP - PLEASE CHECK APPROPRIATE LINES

IN WATER ACTIVITON	ON WATER ACTIVITIES	UNDERWATER ACTIVITIES
<input type="checkbox"/> Recreational aquatic field trip	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Snorkeling
<input type="checkbox"/> Aquatic environment field trip	<input type="checkbox"/> Kayaking	<input type="checkbox"/> Dive Boat
<input type="checkbox"/> Field trip to swimming pool	<input type="checkbox"/> Sailing	<input type="checkbox"/> SCUBA activities

Description of planned activities:

COMMERCIAL VESSELS

NAME OF VESSEL: _____ ADDRESS: _____
 CONTACT PERSON: _____ TITLE: _____
 TELEPHONE: _____ CELL/BEEPER: _____

M-DCPS DEPARTMENT OF SAFETY USE ONLY

INSPECTOR ASSIGNED TO CONDUCT INSPECTION: _____

DATE ASSIGNED: _____ DATE COMPLETED: _____

COMMENTS:

DATE OF FAX (APPROVE/DISAPPROVE) TO SCHOOL SITE ADMINISTRATOR: _____

WATER RELATED FIELD TRIP PERMISSION REQUEST FORM

PRE-APPROVED BY: BOARD RULE FHSAA

PERMISSION IS REQUESTED TO PARTICIPATE IN A FIELD TRIP. DATE _____

In-County Out-of-County Out-of-State Out-of-Country

Destination _____ ADDRESS _____

Dates of Trip (Include departure/return time) FROM _____ TO _____

Name of School Group (Band, Debate, etc.) _____

Name of School Group Sponsor _____

Number of Students in Group _____ Number of Students Participating in Trip _____

Cost to Each Student _____ Provision for Those Unable to Pay _____

Means of Funding Trip _____

Number of Teachers _____ Number of Parents _____

PARENT PERMISSION SLIPS for participating students must be on file in the Office of the Principal prior to the field trip.

PURPOSE FOR TRIP (Include objective, invitation and itinerary) _____

TRANSPORTATION:	*Private Vehicle (Name of Driver) _____
	**Bus Company _____
	Airline (Name of Carrier) _____
	Other (Specify) _____

	*Valid Driver's License verified? Yes _____ No _____ By Whom? _____ <i>(Private Vehicle Only)</i>
	**Approved Chartered Bus verified by Department of Procurement Management (395-2350) Yes ___ No ___ By Whom? _____
	**Approved Private School Bus verified by Department of Transportation (234-3365) Yes ___ No ___ By Whom? _____

PRINCIPAL SIGNATURE _____ SCHOOL _____

REGION SUPERINTENDENT APPROVAL _____ DATE _____

(Return to school for submission to District Athletics/Activities and Accreditation, if applicable)

FORWARD ONE COPY OF THIS FORM TO THE CAFETERIA MANAGER OF YOUR SCHOOL.

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*FOR OUT-OF-STATE (NOT PRE-APPROVED) AND OUT-OF-COUNTRY TRIPS, THIS FORM AND ALL SUPPORTING DOCUMENTATION MUST BE FORWARDED TO THE DIVISION OF ATHLETICS/ACTIVITIES AND ACCREDITATION FOR REVIEW AND SUBMISSION FOR BOARD APPROVAL. MAIL CODE: 1500 ANNEX - ROOM 216

FOR REGION OPERATIONS, DISTRICT ATHLETICS/ACTIVITIES AND ACCREDITATION, AND/OR DIVISION OF LIFE SKILLS AND SPECIAL PROJECTS	
Assistant Superintendent _____	Date _____
Associate Superintendent _____	Date _____

FOR SECONDARY SCHOOLS ONLY:

SECTION V. TEACHER NOTIFICATION OF ACTIVITY

Field Trip to: _____ Date(s): _____ to: _____

Name of Group/Subject: _____ Sponsor's Name: _____

PERIOD 1 _____ PERIOD 5 _____

PERIOD 2 _____ PERIOD 6 _____

PERIOD 3 _____ PERIOD 7 _____

PERIOD 4 _____

FM-4573E Rev. (06-01)



FIELD TRIP CHAPERONE LIST

School Name: _____

School Group Name: _____

Date(s) of Event: _____

Destination/location: _____

List below all persons (aged 21 or over) who will serve as chaperones, including M-DCPS employees. Any person listed who is not employed at the school sponsoring this trip must have prior clearance from the M-DCPS School Volunteer Program at Level I or Level II as appropriate for the trip (list the volunteer number in the space provided).

NAME	PHONE	VOLUNTEER NUMBER/ EMPLOYEE NUMBER	VOLUNTEER LEVEL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

The sponsor's and principal's signatures below indicate that the volunteer information has been verified and that all volunteers listed are cleared at Level II for overnight field trips that involve hotel/overnight accommodations and at least Level I for all other field trips.

Sponsor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Regional Center Supt's Signature: _____ Date: _____

(for overnight field trips that involve hotel/overnight accommodations)



MIAMI-DADE COUNTY PUBLIC SCHOOLS

REQUEST FOR APPROVAL TO USE PRIVATE VEHICLE FOR TRANSPORTING STUDENTS

SCHOOL

Teacher/Sponsor Today's Date

Activity/Event Date(s) of Event

APPROVAL IS REQUESTED TO USE THE FOLLOWING VEHICLE AND DRIVER FOR THE PURPOSE STATED:

Name of Vehicle Owner

Address of Owner

Make/Model/Year of Vehicle License Plate No.

If this vehicle is other than an Automobile is it on the approved list? yes no

Automobile Insurance Company Insurance Exp. Date Policy #

Coverage: Automobile Liability \$ Property Damage \$

Name of the Driver if Different from Owner

Valid Driver's License No. Expiration Date

PROPOSED USE: For transportation of approximately students from

to to

(VEHICLE MUST HAVE AN OPERATABLE PAIR OF SEAT BELTS FOR EACH STUDENT-MAXIMUM OF 8)

APPROVED:

Principal (Date)



SCHOOL LOC. NO. _____

MIAMI-DADE COUNTY PUBLIC SCHOOLS

_____ of _____ Buses
CONFIRMATION # _____

REQUISITION FOR SPECIAL SCHOOL BUS TRANSPORTATION

SCHOOL	SCHOOL _____	DATE OF REQUEST _____																																																	
	ADDRESS OF SCHOOL _____	DATE OF TRIP _____																																																	
	LOCATION OF LOADING AREA _____	In signing this request I assume the responsibility that budget authority or payment is to be only from the 3 following sources (indicate source):																																																	
	TRANSPORTATION TO _____	<input type="checkbox"/> 1. By check from school funds.																																																	
	ADDRESS _____	<input type="checkbox"/> 2. To be paid from Federal funds.																																																	
	OTHER STOPS: No <input type="checkbox"/> Yes <input type="checkbox"/> (If Yes, write below name & address)	<input type="checkbox"/> 3. Budgeted funds. Fill in Account info. below																																																	
	NAME _____	This is an authorized Field Trip in support of extra curricular activities <input type="checkbox"/> Educational study <input type="checkbox"/>																																																	
	ADDRESS _____																																																		
	No. of Pupils & Adults Transported _____	No. of Wheelchair _____ No. of Pre-K _____																																																	
	Submit a requisition for each bus requested. Total # of Buses Requested _____																																																		
Band Instruments _____ Football Equip. _____ Other _____																																																			
TYPE OF TRIP <i>Manual Signature of Principal</i>																																																			
<input type="checkbox"/> Athletic <input type="checkbox"/> Band or Glee Club <input type="checkbox"/> Educational <input type="checkbox"/> Other _____																																																			
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>FUND</th><th>OBJECT</th><th>LOCATION</th><th>PROGRAM</th><th>FUNCTION</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		FUND	OBJECT	LOCATION	PROGRAM	FUNCTION																																													
FUND	OBJECT	LOCATION	PROGRAM	FUNCTION																																															
SCHEDULE REQUESTED BY SCHOOL																																																			
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A.M.	A.M.	A.M.	A.M.																																																
P.M.	P.M.	P.M.	P.M.																																																
<input type="checkbox"/> REQUISITION MUST BE IN THE TRANSPORTATION OFFICE TEN (10) SCHOOL DAYS PRIOR TO DATE OF TRIP.																																																			

TRANSPORTATION	CONFIRMATION OF ABOVE REQUEST	
	<input type="checkbox"/> Service will be available as requested.	Assigned Driver _____
	<input type="checkbox"/> Service will be available with limitations as listed below:	<input type="checkbox"/> Accept _____ <input type="checkbox"/> Decline _____
	Request cancelled by:	Assigned Driver _____
	Name/Title _____ Date _____	<input type="checkbox"/> Accept _____ <input type="checkbox"/> Decline _____
	Cancellation received by:	Assigned Driver _____
	Name/Title _____ Date _____	<input type="checkbox"/> Accept _____ <input type="checkbox"/> Decline _____
	FOR PAYROLL USE ONLY	
	Report Time A.M. _____	Report Time P.M. _____ Time paid to Driver: _____
	Compound Time A.M. _____	Compound Time P.M. _____

DRIVER/TEACHER/TRANSPORTATION	THIS PORTION TO BE COMPLETED AT TIME OF TRIP IMPORTANT FOR OFFICE INFORMATION - MUST BE COMPLETED	
	Number of Student Actually Transported _____	
	Compound Start	Split times
	Arrive at School	
	Arrive at location	
	Return to School	
	Return to compound	
	Driver's Signature _____	Mileage start at school _____
	Teacher's Signature _____	If split, start return mileage _____
		Total Trip mileage _____
	Hours billed School _____	
	Total Amount billed _____	
	<i>We the undersigned certify that the above information is correct.</i>	
	Employee # _____	Bus # _____
	Time _____	Employee # _____

878-0803

FM-1596 Rev. (02-07)



**REQUEST FOR TRAVEL EXPENSE
ADVANCE/REIMBURSEMENT**

TRAVEL SUMMARY This request in-state out-of-state Number of previous trips in-state Number of previous trips out-of-state Total previous trips	SCHOOL YEAR No. Workdays No. Workdays No. Workdays Total Workdays	This will be the out-of-state trip for this employee this school year. (No. of Trips) _____ (Year) _____ (See Reverse.)
--	---	---

EMPLOYEE NAME _____ TITLE _____ EMPLOYEE NUMBER _____ DATE _____
 EMPLOYEE SCHOOL/DEPT. _____ WORK LOCATION NUMBER _____ PAYCODE _____
 I respectfully request approval of Expenses and Temporary Assignment of Duty from _____ to _____
 and _____ other days taken as _____ (Personal, vacation, etc.)

LOCATION _____ as a _____ (Presenter, student, participant, etc.) DATE _____
 _____ (Description of conference, meeting, etc.) SIGNATURE _____

DEPARTURE: Date _____ Time _____ DEPARTURE: Date _____ Time _____
 RETURN: Date _____ Time _____ RETURN: Date _____ Time _____
 Air: MDCPS Individual
 Private Vehicle: Driver Passenger
 Other _____

DESCRIPTION OF EXPENSES	ESTIMATED	REQUISITION #	ADVANCE REQUESTED	ACTUAL	DUE	EMPLOYEE/ MDCPS
A. Transportation						
1. Common Carrier - minimum rate (specify) = \$ _____						
2. Private vehicle: _____ miles x _____ rate						
3. Car rental (see reverse)						
4. Taxi, tolls, parking, etc. (attach original receipts)						
B. Per Diem Option: _____ Days (OR) = Hotel = \$ _____						
X \$ _____ = \$ _____ (OR) Meals = \$ _____						
C. Incidental (attach original receipts)						
D. Registration/Tuition (attach original receipts)						
= Florida State Sales Tax is not to be paid on hotel room.						
Use Tax Exempt No. 23-08-324893-53C						
SUB-TOTAL						
TOTAL						

CHARGE TO:

FUND	WORK LOC.	OBJECT	PROGRAM	FUNCTION	CHARGE LOC.	INTERNAL FUND
		5	3	3	1	

AUTHORIZATION:
 CERTIFICATION OF AVAILABLE FUNDS
 I certify that these expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, and are true and correct to the best of my knowledge and belief.

Supervisor of Charge Location (Typed) _____ Signature _____ Title _____ Date _____
 TRAVEL APPROVED
 Supervisor of Employee (Typed) _____ Signature _____ Title _____ Date _____
 TRAVEL APPROVED
 Superintendent of Schools or designee (Typed) _____ Signature _____ Title _____ Date _____
 Approval up to \$ 2,500
 Supervisor of Charge Location (Typed) _____ Signature _____ Title _____ Date _____
 (See Reverse)

TRAVEL INFORMATION

MAXIMUM EXPENSES:

Actual expenses for travel outside of Miami-Dade County, excluding registration and tuition, may be approved up to \$ 2,500. Expenses exceeding \$2,500, must be approved by the Superintendent of Schools (no exceptions).

TRANSPORTATION:

For airline tickets and car rental credit card, a purchase requisition for each is required, issued to the Board approved vendor (consult the Department of Procurement Management for proper vendor). Refer to the Travel Policies and Procedures Manual for details.

CAR RENTAL:

Request authorization for _____ to use a rental car while on leave in the performance of official duties (employees should use sub-compact models whenever possible).

(Employee's Name)

The following conditions justify this request (check one):

- _____ A rental car is more cost-effective than other ground transportation.
- _____ The amount of materials/equipment precludes use of other ground transportation.
- _____ No other transportation is reasonably available at the time(s)/location(s) required.
- _____ Other _____

Supervisor of Employee

CASH ADVANCE:

Authorized for travelers on official business for an amount not to exceed the estimated out-of-pocket reimbursable expenses when approved by the Superintendent of Schools or designee.

PRIVATE VEHICLE:

When it is determined that a privately owned vehicle represents the most economical method of travel (considering travel time, cost of transportation, and per diem or subsistence required) the traveler shall be entitled to a reimbursement allowance per mile. Please refer to the Travel Policies and Procedures Manual for allowance amounts.

MEAL ALLOWANCE:

A meal allowance is granted for employees in out-of-county travel status. Please refer to the Travel Policies and Procedures Manual for allowance amounts and limitations.

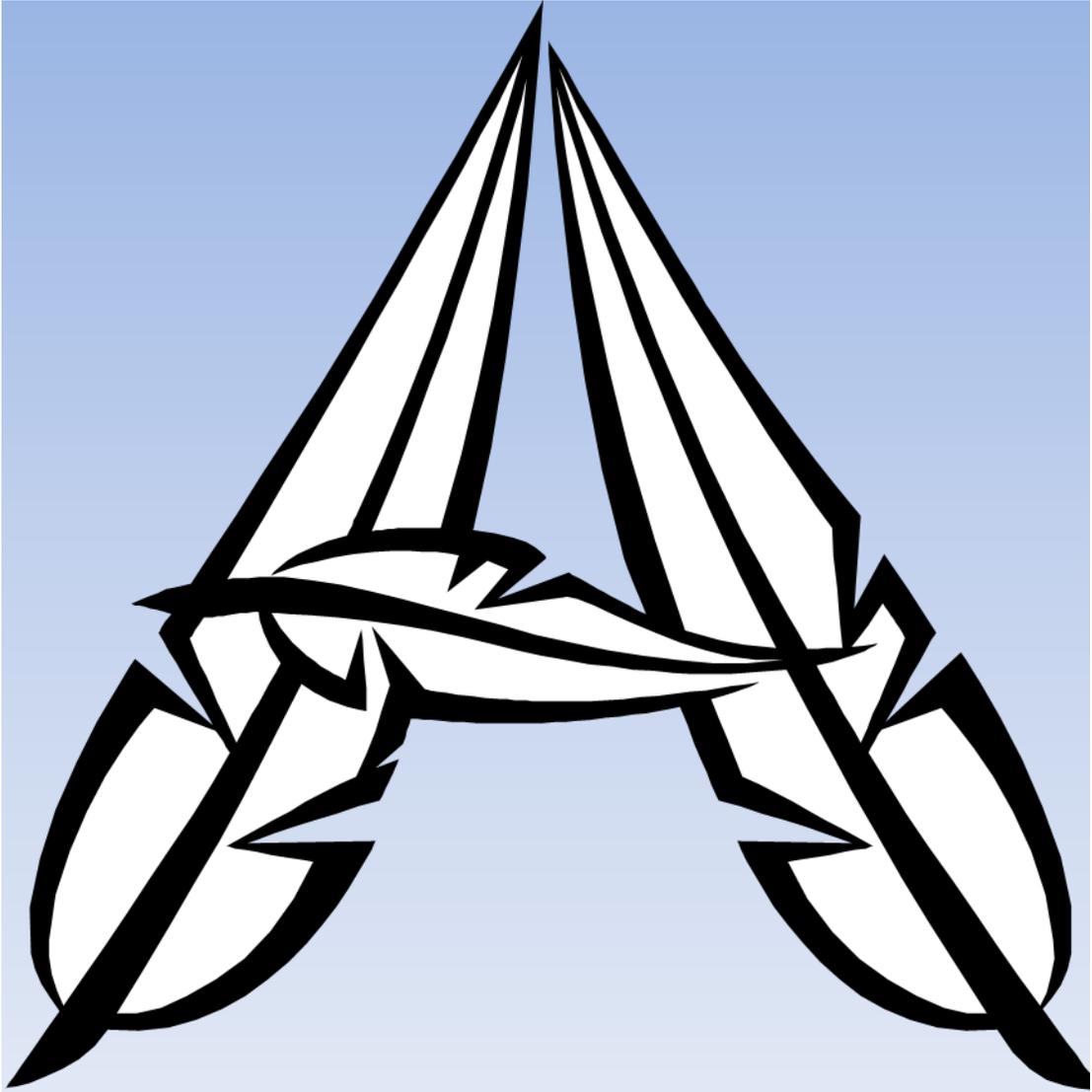
PER DIEM:

A per diem allowance is granted for employees under certain assignment travel conditions. Please refer to the Travel Policies and Procedures Manual for details.

ORIGINAL RECEIPTS:

All receipts pertaining to a particular expense report must be submitted neatly taped (do not overlap receipts) to an 8-1/2 x 11 sheet of paper, accompanying this form, in order to process your reimbursement.

Volunteers



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“A” SCHOOL!

“The Best is Yet to Come, Cause Our Story Isn't Done!”

Levels of Volunteers

Miami-Dade County Public Schools' Volunteer Program has two levels of volunteers:

Level I: All volunteers with the exception of the "high security" positions.

Level II: 5 identified "High security" positions:

- **Certified Volunteer:** M-DCPS offers a certification program for interested persons who wish to support community involvement initiatives within the school system by assisting with the management of school volunteers or the School Volunteer Program. A 3-hour course is required as well as successful fingerprint completion.
- **Listener/ Oyente:** M-DCPS, in conjunction with the Francine and Herb Tobin Foundation, offers this very special program for interested volunteers who wish to be trained as "special friends" for students under the direction of a counselor. Listeners/Oyentes help students learn to express themselves and clarify issues. A 4-hour training and certification is required as well as successful fingerprinting completion.
- **Overnight Chaperone:** This is defined as a volunteer who chaperones student groups and participates in sleeping arrangements with students. Overnight Chaperones are listed on official field trip forms.
- **Physical Education Assistant (all grade levels) - Athletic Assistant (Middle School only):** A Physical Education Assistant is any volunteer who assists during physical education classes. An Athletic Assistant is a volunteer at the middle school level, who assists during athletic activities. This is a person who would have interaction with students. Successful fingerprinting completion is required.
- **Mentor:** For the purposes of M-DCPS, a mentor has a very special role. It is distinguished from a purely tutorial role. Mentors are volunteers who are placed one-on-one with students or in small groups. Their role is to provide a support system for the students. Mentors may help with, but are not limited to, career planning, conflict resolution, academic encouragement, buddy systems, self-esteem building or decision-making skills. Mentors may tutor, but tutors may not mentor unless they successfully complete the Level II background check.

Policies and Guidelines

Board Rule 6Gx13- 1B-1.01

All volunteers must complete, sign, and date a Miami-Dade County Public Schools' School Volunteer Program Registration Form (FM 1764E) before being placed, in a school, or beginning service as a school volunteer and successfully complete a background check.

1. A driver's license or an appropriate photo identification card (ID) (passport, school ID, etc.,) must be provided at the time of registration.
2. Upon registration, volunteers must wait until they receive notice from the school or worksite to begin service.
3. Any volunteer who registers must successfully complete the registration and background check process delineated in administrative policies annually approved by the Superintendent of Schools. If significant changes occur in the background check process, the School Board will be notified by the Office of the Superintendent of Schools. Volunteers must report any criminal proceedings, including those, which may occur after a background check, to school authorities immediately.
4. Once approved, all volunteers must sign in and out at a designated location in the school before proceeding to their volunteer site. This is required for purposes of liability and to know the location of a volunteer in case of an emergency.
5. All volunteers must wear an identifying badge, such as the School Volunteer Program button, whenever volunteering.
6. Volunteers are to always serve as positive role models. A school volunteer **MUST ALWAYS**: use appropriate language; discuss age-appropriate topics; refrain from inappropriately touching students; refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or staff member); and refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission.
7. For liability reasons, volunteers must leave preschoolers or children not registered in the school, at home.
8. Volunteers may not be left alone to supervise a group of students. The visual and auditory presence of a Miami-Dade County Public Schools' employee must be maintained at all times.
9. Volunteers **MUST** keep **CONFIDENTIAL** any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority.
10. Volunteers should notify the front office if an illness or emergency prohibits them from attending a scheduled volunteer shift. Volunteers should be prompt and dependable.
11. The dress code for volunteers should be appropriate at all times.
12. Volunteers, under the supervision of the school volunteer liaison, should maintain a sign in sheet for volunteer activities and service. If service is provided after school or in the evenings, the beginning-ending time frame of the activity should be written. This record sheet should be submitted to the School Volunteer Liaison during the next visit to the worksite.
13. Volunteers and staff members must adhere to School Board Rules, 6Gx13- 4A-1.21 Responsibilities and Duties, and 6Gx13- 4-1.09, Employee Student Relationships.
14. Each school principal or work site supervisor may set additional policies with respect to volunteer involvement. A volunteer's service may be terminated at any time, either at the discretion of the principal, Miami-Dade County Public Schools, or the volunteer.



BE A SCHOOL VOLUNTEER (For Parents and Community Members)



Community Portal - Services and Sites

From the Community Portal page,



▼ Click **Services/Sites** tab

The Community Portal Services/Sites page will display.



▼ Click **Be a School Volunteer**

The School Volunteer Program: Volunteer Registration page will display.

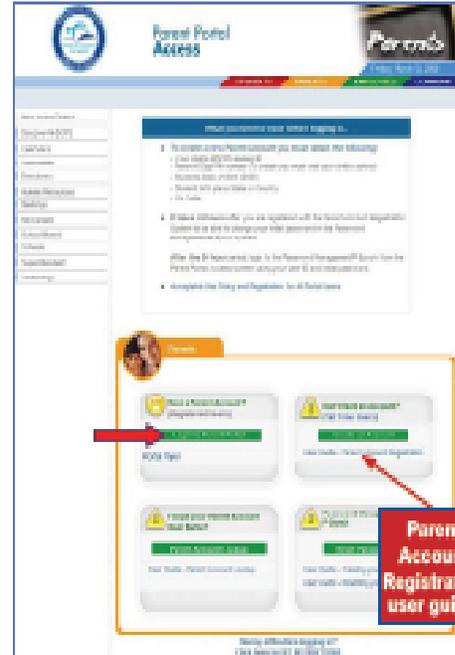
[To continue, skip the next two Parent sections and go to Volunteer Registration on page 3.]

Log In to the Parent Portal

If you are a Parent/Guardian with a Parent account, continue here to access the Parent Portal. *[To register for a parent account, see the Parent Account Registration user guide: <http://myportal.dadeschools.net/pdf/parentAccountRegistrationGuide.pdf>.]*



From the Parent Portal Access page,



▼ Click **Login to Parent Portal**

The Log In screen will display.



- ▼ Type your user name
- ▼ Type your password
- ▼ Press Enter

The Parent Portal page will display.

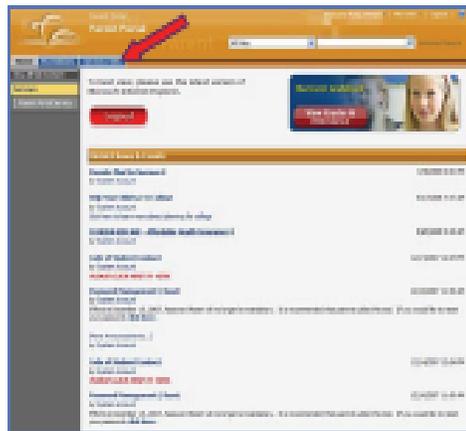


BE A SCHOOL VOLUNTEER (For Parents and Community Members)



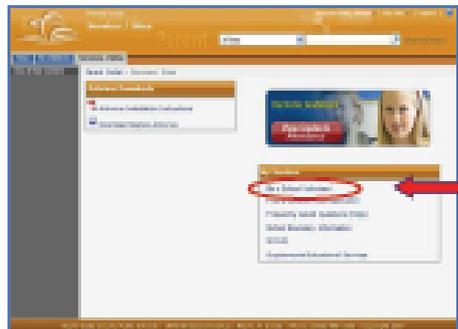
Parent Portal - Services and Sites

From the Parent Portal page,



Click **Services/Sites** tab

The Parent Portal **Services/Sites** page will display.



Click **Be a School Volunteer**

The **School Volunteer Program: Volunteer Registration** page will display.

Volunteer Registration

The **Volunteer Registration** page will display the first time the applicant (Parent/Guardian or Community Member) accesses the **School Volunteer Program** application. Volunteer applicants must complete required fields which include, Name, DOB, SSN, Address, Emergency Contact Name, Emergency Contact, Emergency Contact #, and Ethnicity. *(See My Personal Info section on page 6 to update the volunteer's personal information.)*

Note: Name, Address, and Date of Birth must be accurate or clearance process will be delayed.

From the **Volunteer Registration** page,

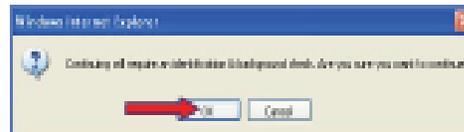
Type **required information**

When finished,

Click **Submit**

The message window will open.

The message "Continuing will require an identification & background check. Are you sure you want to continue?" will display.



Click **OK**

The **School Volunteer Program: Volunteer Interests** page will display, if the initial clearance process was successfully completed. If it was not, you will be prompted to correct and resubmit your information.

Select Volunteer Interests and Locations

Volunteer applicants must select school location and type of service activities they are volunteering for. Volunteer applicants will be processed by the system according to the level for the service activity they selected.

Level 1 activities will perform an electronic background check and the school will be able to approve or deny the volunteer immediately.

Level 2 activities will require fingerprinting.



BE A SCHOOL VOLUNTEER (For Parents and Community Members)



To select a location and service activities,

▼ Click **Select a New Volunteer Location...** drop-down menu

[By pressing a letter within the drop-down menu, the application will take you to the first entry that starts with that letter.]

▼ Click **Student Relative** box, if applicable

Select one or more service activities. *[Please select Level 2 activities first. Level 2 requires fingerprinting, which will require more time.]*

▼ Click **service activity** boxes to be selected

▼ Click **Submit**

For Level 1 service activities, the message: **"Your application is pending approval at 8AMPLE LOCATION NAME. Please visit the location's volunteer coordinator with a photo ID for final approval."** will display. The date and time will also be displayed.

For Level 2 service activities, please follow the instructions in the **Messages** section for the fingerprinting process. You will not be able to apply to additional schools until the fingerprinting process is completed.

Check the status of your application, (approved or denied), under the **Messages** section, in the **Volunteer's Interest** page.

If your application is approved, the message **"Thank you. You have been approved at 8AMPLE SCHOOL NAME. Please Click Here"** will display.

[The Please Click Here is a link to the School Volunteer Policies and Guidelines.]

You may apply to additional schools, if desired.

Edit Service Activities

To edit the school location service activities selected,

▼ Click the edit option

The page will change to display the service activities. Make changes/additions as needed.

▼ Click the save option

▼ Click the cancel option, to cancel edit mode

The **Messages** section will display your application status.



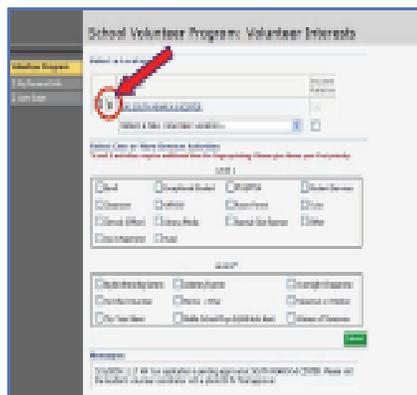
BE A SCHOOL VOLUNTEER (For Parents and Community Members)



Delete School Location

Volunteers may terminate their services at a school location by deleting the location from their application. A volunteer's services may be terminated at any time, by the principal or the volunteer.

From the **School Volunteer Program - Volunteer Interest** page,



▼ Click the Delete option

The message "Are you sure you want to delete this location?" will display.



▼ Click **OK**

The school location will be deleted from the page.

My Personal Info

Use **My Personal Information** page to update the volunteer's personal information. **My Personal Info** is located on the left menu panel of the **School Volunteer Program** page.

From the **School Volunteer Program** page,

▼ Click **My Personal Info**, on the left menu panel

The **School Volunteer Program: My Personal Information** page will display.



The fields that appear in yellow are required. The fields with grayed-out text cannot be changed.

▼ Click the field to be updated

▼ Type new information

▼ Click **Submit**

The message "Update your personal information now?" will display.

▼ Click **OK**

The message "Your information was updated" will display.

▼ Click **OK**

To go back to the **School Volunteer Program (SVP)** page,

▼ Click the **Volunteer Placement** link, on the left menu panel

Exit the Portal

It is important to close the **School Volunteer Program Portal** application or any other **Portal** application you are working on and exit the **Portal** to prevent access to your **Portal** by others.

From the **School Volunteer Program** application,

▼ Click the **Applications/Files** tab

From the **Applications/Files** page,

▼ Click the **Logout** button, in the upper right corner of the page

The Message "You have successfully logged off of the system" will display.

▼ Click the in the upper right corner to close the page

You are now logged out of the **Portal**.

Whom to Contact for Assistance



For assistance regarding the **School Volunteer Program**, contact the **Office of Community Services** at 305-995-2995.

For **School Volunteer Policies and Guidelines**, go to the **Become a School Volunteer Web** page at: <http://community.dadeschools.net/svp/school-vol.asp>.

Teacher Request Form for Volunteer Services

Teacher's Name

Date of Request

1. Type of Assistance Needed:

2. Days and times that service is needed:

For office use only

Volunteer assigned:

Beginning date:

Teacher Request Form for Volunteer Services

Teacher's Name

Date of Request

1. Type of Assistance Needed:

2. Days and times that service is needed:

For office use only

Volunteer assigned:

Beginning date:



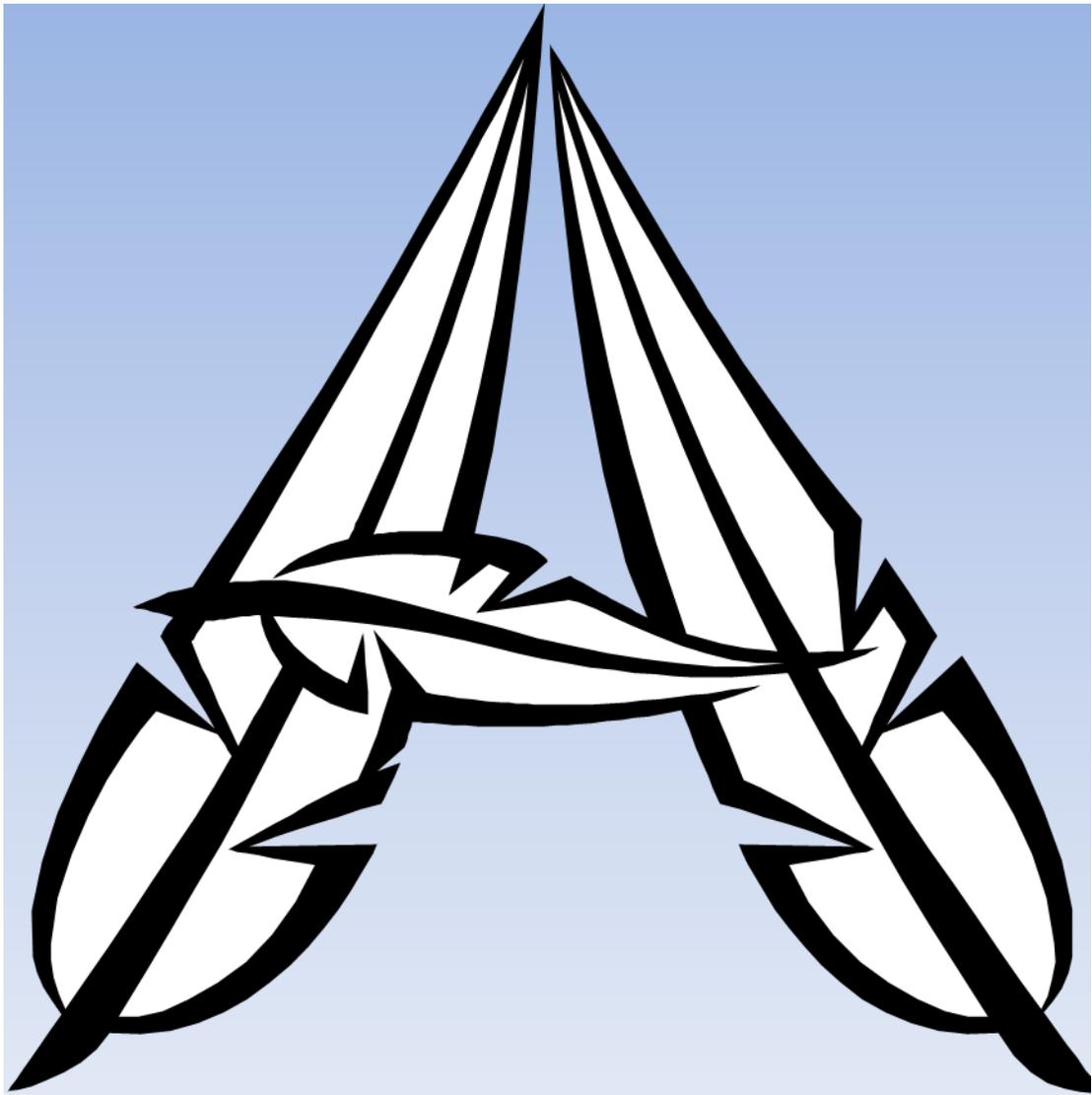
Miami-Dade County Public Schools
giving our students the world
The School Volunteer Program
Attendance Log

School Year _____ WL: _____

Name: _____ Volunteer number: _____

Date	Time In	Time Out	Teacher or Site of Service	Activity	Total Hours
Total Dates					Page Total of Hours

Community Service



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- **Community Service** projects are well-planned, organized and voluntary efforts designed to address a specific need in the community.
- **Community Service** can be performed at county parks, libraries, public schools, hospitals, retirement/nursing homes, day care centers, churches and religious organizations, homeless shelters, Boy Scout/Girl Scout organizations, Special Olympics, campaigning for political candidates or camps.
- **Community Service** may not be performed for family or friends. No pay or material compensation may be received. **Community Service** cannot be performed during school hours.
- Projects should be supervised by a private or non-profit agency, public or governmental agency or religious organization. When the project is complete students must secure a letter of verification on company or organization letterhead verifying service and number of hours volunteered. The dates and hours on the letterhead must match the information on the student's log.
- Students must have their proposal approved **before** beginning their service including parent and Academy Lead Teacher signatures.
- Students must keep accurate logs of their service including the date, service performed, initial of supervisor and number of hours.
- When the **Community Service** hours are completed students should make an appointment with the Academy Lead Teachers so confirmation of the hours can be documented in the computer. Students should bring all originals plus one copy of logs, verification letters, and reflection pages for the Academy Lead Teacher to keep and place in their Academy file.
- Only hours volunteered after 8th grade graduation can be counted. **To participate in senior activities, hours must be completed and submitted to the Academy Lead Teacher by November 30th of the senior year.**
- 75 hours of service is required to receive an Academy Diploma, the Florida Academic Scholars Award or the Superintendent's Diploma of Distinction
- Forms and information are available at the John A. Ferguson Senior High School website, <http://ferguson.dadeschools.net>. Click on Student Activities then Community Service Bulletin Board.

Community Service Project Proposal

Student's Name _____ ID# _____

Academy _____

PROJECT:

Describe your Community Service Project. Explain why you chose this project.

Who or what will benefit from your project? What do you hope to accomplish as a result?

Approval is required prior to beginning project!

_____ Date _____

Academy Lead Teacher's Signature

_____ Date _____

Parent's Signature _____ **Date** _____

Student Signature _____ **Date** _____

**John A. Ferguson Senior High School
Community Service Reflection Page**

Student's Name _____ **ID#** _____
Academy _____
Date of community Service _____

Describe your Community Service experience and the impact it had on you and the community.

Fundraising



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FUNDRAISER REQUESTS

- Submit either of the following forms to Mrs. Rae-Schulze for **initial approval**.
 - ❖ **APPLICATION FOR FUNDRAISING ACTIVITY FORM** (for non-community sales activities – 3 pg. carbon copy)
 - ❖ **REGION OFFICE APPROVAL FOR FUNDRAISING ACTIVITY FORM** (for community sales) – Allow two weeks for ACCESS Center approval.

(If there are any problems or concerns, the form will be returned to you.)

- After any problems or concerns have been corrected, it will be submitted for final approval. It will be signed off in activities, sent to the treasurer, then to the principal for their approval.
- If it needs region approval it will then be sent off via school mail. Please submit in advance at least two to three weeks from the start of the fundraiser for approval and return.
- After it has been approved, you will receive the pink copy for your records. The treasurer will retain the white copy and the activities office will retain the yellow copy. If you need region approval – your fundraiser can not start until you have both school and region approval.
- You will only be eligible to begin your fundraiser, once you have received approval. Please make sure you allow enough time for approval, so the fundraising activity does not get held up or cancelled.

I. GENERAL DESCRIPTION

School and student activities are recognized in School Board policy as serving two general purposes:

- A. To promote the education, general welfare, and morale of students; and
- B. To finance the legitimate extra-curricular activities of the student body in order to augment, but not conflict with, the educational program provided by the School Board of Miami-Dade County, Florida.

Fundraising activities that do not support the intended purposes specified above shall not be sponsored by the school. School-sponsored fundraising activities must be accounted for in the school's Internal Fund. The school's administration is responsible for ensuring that fundraising activities are conducted in accordance with Internal Fund policies and procedures and that students' involvement in fundraising efforts does not take precedence over or interfere with meeting their academic responsibilities. This chapter sets forth the accounting policies and procedures regarding fundraising activities sponsored by the school.

II. GENERAL POLICY

- A. Only those fundraising activities supporting the two general purposes described in paragraph 1 – *General Description*, hereinabove, shall be allowed to be conducted by schools. It is the responsibility of the school's administration to observe Internal Fund policy before granting approval for school-sponsored fundraisers.
 - 1. All allowable fundraising activities must be presented for approval by the school principal.
 - 2. Authorization from the Region Center Superintendent is also required for fundraising activities that will extend out into the community.
- B. Allowable fundraising activities meeting any of the following criteria are considered school-sponsored, and must be accounted for through the school's Internal Fund:

1. Activities of any kind that involve a Miami-Dade County School Board employee handling or controlling monies as part of his/her involvement in the activity and/or overall employment responsibilities
 2. Activities of school recognized student groups; i.e., classes and clubs
 3. Activities that are considered "extra-curricular" or extensions of the school program (i.e., *Athletic games, Classes and Clubs events*) wherein student talent in the event is utilized and for which an admission/participation fee is charged
 - a. Revenue generated from admission/participation fees must be accounted for in the school's Internal fund. However, at the principal's discretion, business transactions related to events involving student talent, such as the sale of event programs and concessions, may be conducted separately by a school-allied organization.
 - b. Entertainment, including activities involving student talent, for which admission or participation fees will be charged, may not be conducted during school hours.
 - c. Entertainment/student activities containing scenes, language or jokes that are not compatible with the dignity of educational institutions are prohibited (6Gx13-1D-1.07).
 4. Activities involving merchandise purchased for re-sale by the school or a school employee, or that comes at any time into the direct custody of a school employee.
- C. The following student activities must be school-sponsored, and therefore may not be conducted independently by school-allied organizations:
1. The sale of school pictures of the general student body, including class group pictures
 2. The sale of school memory books and/or yearbooks

3. The operation of vending machines that dispense food and beverage items in schools (with the exception of faculty clubs, Sunshine Club, or Social Committee that may independently operate vending machines in areas that are not accessible to students)
- D. To maintain proper accountability for fundraising activities conducted by schools, the following guidelines must be observed:
1. Only those activities that can be controlled by a) pre-numbered, serialized receipts, b) pre-numbered, serialized tickets with pre-printed dollar amount denominations, or c) physical inventory counts of tangible items may be conducted by the school. Fundraising activities conducted through Internet websites are not allowed to be conducted through the school.
 2. Only official M-DCPS pre-numbered receipts, tickets, or other serialized forms or tickets obtained from and/or documented by the school treasurer may be used for fundraising activities.
- E. Fundraising activities must be conducted during non-instructional class time, preferably before and after school. At the principal's discretion, the collection of money for pre-paid activities or pre-sale items only may be authorized at a specified time during the school day (*i.e., homeroom*), as long as this process does not prove to be disruptive to classroom instruction.
- F. All monies collected by school employees in connection with any school program or school sponsored activity must be documented and submitted to the school treasurer in accordance with Internal Fund policies and procedures as set forth in *Section II, Chapter 2 – Collection of Money* in this manual.
- G. All financial transactions associated with student fundraising activities must be recorded in appropriate student/interest clubs, class, or department functions available under the Classes and Clubs Program (5003). Fundraising activities

conducted for the music program student groups may also be recorded in Music Program (5002) activity functions.

- H. Fundraising activities organized and conducted by the PTA/PTSA and other school-allied organizations are independently operated by those organizations. Nevertheless, such activities must be submitted to the respective school principal for approval, with those involving community solicitation also requiring written approval from the Region Center Superintendent. All approvals must be retained for audit purposes. Refer to *Section IV, Chapter 12 – PTA/Booster Club Activities* in this manual for specific guidelines for activities conducted by school-allied organizations.
- I. Fundraising profits shall be used for the purpose intended as specified in the *Application for Fund Raising Activity (FM-1018)*, or for other student activities and/or general school use as long as written approval/consent from the students (i.e., club officers or class/club representatives) who raised the funds and that of the school principal/designee is obtained.
 - 1. Except when contributing to the district's annual United Way campaign, profits from fundraising activities conducted by student classes/clubs sponsored by the school may not be used to make monetary donations to outside third parties or other organizations. Additionally, fundraising activities with the intent to donate profits to outside third parties or other organizations, except for the annual United Way campaign, shall not be authorized as school-sponsored activities.
 - 2. Principals may assess fundraising activities up to 15% of the net profits, with the exception of community school activities, and have this assessment transferred to the General Miscellaneous function for general school use.
- J. School Board policy establishes certain restrictions on fundraising events, as well student and School Board employee involvement in these activities. These restrictions must be observed, and are as follows:
 - 1. School participation, directly involving the handling of money by School Board employees and/or students in fundraising activities, is authorized

only for the annual United Way fundraising campaign and Scholarship Saturday events. However, handling of money as part of fundraising campaigns for voluntary health agencies or humanitarian causes other than the district's annual United Way Campaign may only be conducted when formal approval is given by the Superintendent of Schools and transmitted to the School Board via a formal Agenda Item (6Gx13-1C-1.09) (6Gx13-1C-1.15).

2. **Limited participation** by School Board employees and/or students in fundraising campaigns for other voluntary health agencies or humanitarian causes can be authorized, in advance, by the principal or the principal's designated representative. Such participation is limited to publicizing the event through posters and making materials available for distribution at a central location, but **must not** involve the handling of money in any way unless formally approved by the Superintendent of Schools and transmitted to the School Board. (6Gx13-1C-1.15)
3. No student, school organization or member of the school staff may solicit funds from the public in the name of the school for any purpose without the prior approval of the principal and the Region Center superintendent/designee. (6Gx13-1C-1.10). Direct solicitation of funds from the public by students on roadways and street corners is prohibited by Board Rule.
4. Only students in grades 9, 10, 11, and 12 are permitted to sell magazines as fundraisers. Such activities are subject to the following restrictions: a) student solicitation for such sales is permitted in homes only (no offices or businesses) if the student is accompanied by an adult; b) activities in each school shall be limited to two (2) weeks; and c) promotional activities shall be kept within reasonable bounds and competition among schools and individual students shall not be unduly stimulated (6Gx13-5C-1.07). (Refer to **Section IV, Chapter 13 – Magazine Sales** in this manual).

5. Motion pictures, using rented films, or videotapes/DVDs in which copyrights are held, shall not be shown in school for admission charge, offering, or any other means of payment. Schools violating this regulation must assume responsibility for all royalty infringements and violations of any law pertaining to such entertainment (6Gx13-1D-1.07).
6. All forms of gambling and games of chance are prohibited. Games based entirely upon skill are not to be considered games of chance (6Gx13-1D-1.07).
7. Use of school grounds and buildings for pony and other animal rides, raffles, bingo, and card playing is prohibited (6Gx13-1D-1.07).
8. Any contest that is conducted by selling votes is prohibited (6Gx13-1D-1.07).
9. No notices, tickets, information, sales "gimmicks," or other materials of an advertising nature from outside of school sources may be distributed to school system employees or pupils without approval of the Office of the Superintendent of Schools (6Gx13-1C-1.051).
10. Tickets to events sponsored by non-school agencies shall not be sold in any public school, or on school premises, by any school, school organization or non-school organization, except the Miami-Dade County Youth Fair tickets. (6Gx13- 3B-1.07).
11. The sale of food and beverage items by groups other than the Department of Food and Nutrition by vending or other means is not permitted in secondary schools from beginning of the school day until one (1) hour following the close of the last lunch period (6Gx13- 3B-1.061).

12. In elementary schools, the sale or vending of food or beverages other than those offered under the School Lunch Program, is not permitted during regular school hours in student areas (6Gx13- 3B-1.061).
13. Merchandise sales shall be conducted in a manner that will offer minimum competition to local commercial firms.
14. No vendor is permitted to sell on school premises on concession, consignment, or percentage basis, except commercial vending machines that are under approved contracts with the school and approved by the principal.
15. Under no circumstance should a school system employee capitalize on his/her position in the Miami-Dade County Public Schools to sell merchandise or services (6Gx13-1C-1.09).
16. Only vendors of materials or services that normally would be used in the schools are to be admitted to Miami-Dade County public school facilities. In no event are vendors to disturb teachers and/or sponsors who are in the classrooms to sell products/services (6Gx13- 3C-1.07).
17. Recordings of student performances made in school facilities, or at school functions shall only be used for study purposes and may not be offered for general sale to the public as a fundraiser unless the following provisions are met:
 - a) The principal deems the recording of such performance to be of educational benefit to students.
 - b) For recordings made with school owned equipment (i.e. video production class/group), the materials for the recordings of such events are purchased by the school utilizing available revenue in the appropriate internal fund accounts and following proper purchasing procedures in accordance with the Manual of Internal Fund Accounting for Elementary and Secondary Schools.

- c) Appropriate fundraising policies and procedures and required forms are used.
- d) Such student performances are limited to the recordings of school ceremonies, school graduations, and school arts performances.
- e) Proper releases, using required forms, must be signed by students and parents evidencing consent to participating in an event that will be recorded, and retained for audit purposes. If individual releases cannot be obtained, proper notification should be visibly posted at the entrance notifying attendees that the event will be recorded.
- f) For recordings made with school owned equipment, all fundraising proceeds generated from the sale of the recordings will be administered through the school's internal fund and may be utilized to purchase, repair and maintain recording equipment and related supplies, as well as to subsidize expenditures for student activities of the student group conducting the fundraiser.
- g) For recordings made by vendor, all bid and contract requirements must be met.

Compliance with copyright requirements applying to recordings or compositions not in the public domain is the responsibility of the school, college, or educational organization under whose auspices the recording is made (6Gx13- 1C1.121).

- K. School's sales tax exemption may not be utilized for items/merchandise purchased for re-sale, particularly for fundraising activities, regardless of whether or not a profit will be made on the sale.
- L. Fundraising activities involving students working or providing services for community events or outside business organizations for which compensation, monetary or otherwise, will be given, either to the students or the school, are not allowed to be conducted as school-sponsored/student fundraisers.

- M. Activities involving the sale or purchase of symbols such as class jewelry, formal graduation invitations or cards, or other types of personal memorabilia containing the school's insignia are exclusively reserved for senior high school students. These items are not appropriate and shall not be approved for sale as part of elementary or middle schools' activities conducted through the school. (Refer to Section IV, Chapter 7 – Graduation/Senior Class Activities in this manual.)

II. GENERAL PROCEDURES

A. RESPONSIBILITY FOR FUND RAISING ACTIVITIES

To ensure compliance with the policies and procedures for conducting fundraising activities and to clarify the roles of the Region Center, school site administrators, activity directors, treasurers, sponsors, and students involved in these activities, the following description of assigned responsibilities is provided.

1. Region Center's Responsibility:
 - a. School Board rules require that the Region Center's Superintendent approve in advance fundraising activities (*i.e.*, *candy sales, car washes, etc.*) that extend into the community.
 - b. Solicitation of cash donations from the public is discouraged; however, should the school principal decide to approve such solicitation, approval from the area Region Center's superintendent must be obtained in advance (6Gx13-1C-1.10). All approvals must be in writing using the approved M-DCPS forms and must be retained at the school for audit purposes.

2. Principal's Responsibility:
 - a. The principal has overall responsibility for approving fundraising activities and overseeing that such activities are conducted in

accordance with the policies and procedures set forth in this manual and by School Board rules; and

- b. The principal/designee must also sign the *Application for Fund Raising Activity (FM-1018)* form indicating approval of the activity, the *Student Activity Operation Report (FM-0996)*, and all other supporting documentation as required.

3. Sponsor's/Activities Director's Responsibility:

- a. Complete the *Application for Fund Raising Activity (FM-1018)* form, obtain the required signatures, and forward the application to the treasurer to be logged in and assigned an activity number;
- b. Prepare the purchase orders using the *Internal Purchase Order (FM-1012)* form for the items to be purchased and submit them to the treasurer;
- c. Obtain from the treasurer the necessary tickets, receipts, or serialized forms to control the activity; and
- d. Coordinate, control, and monitor the activity, including but not limited to, preparing the *Student Activity Operation Report (FM-0996)*, completing the check requisitions for payments to be made to the vendor(s), and safeguarding the inventory of items being sold or left over for audit purposes.

Note: *To maintain adequate segregation of duties for internal control purposes, the Student Activity Operating Reports (FM-0996) must be prepared by the sponsor or the employee responsible for the activity, not the school treasurer.*

- 1) The treasurer must review the reports for reasonableness of receipts and disbursements.
- 2) The reports should be reviewed by the school principal/designee for propriety and signed for audit purposes.

4. Treasurer's Responsibility:
 - a. Maintain a log of all the activities approved and control the distribution of tickets, receipts and all other serialized forms.
 - b. Receive and deposit money collected as well as make disbursements as requested by the sponsor and/or school principal.
 - c. Maintain files with the completed *Application for Fund Raising Activity* (FM-1018) forms, *Student Activity Operation Report* (FM-0996) forms, and other supporting documentation for audit purposes.

B. REQUIRED DOCUMENTATION FOR FUNDRAISING ACTIVITIES

1. All fundraising activities must be properly documented by completing the following forms, as applicable:
 - a. *Application for Fund Raising Activity* (FM-1018)
 - b. *Region Office Approval For Fund Raising Activity* (FM-5656)
 - c. *Student Activity Operation Report* (FM 0996)
 - d. *Distribution Sheet-Merchandise or Ticket Sale* (if applicable) (FM-0995)
 - e. *Certificate of Loss Report* (FM-0997)
 - f. *Certificate of Disposal* (FM-2918), if applicable

g. Complimentary List

2. APPLICATION FOR FUND RAISING ACTIVITY FORM (FM-1018):

Activity Sponsors must complete this form to request approval from the school principal prior to commencing any fundraising activity. Region Center approval must also be requested for activities involving community sales by submitting *Region Center Approval for Fund Raising Activity (Community Sales)* form (FM-5656). Completed forms must be submitted to the school treasurer, who will then log in the activity and assign an

activity number. Sponsors are encouraged to keep copies of these forms for their records; however, the original must be kept by the school treasurer for audit purposes. The *Application for Fund Raising Activity* (FM-1018) form must contain the following information:

- a. School's name;
- b. An activity number (which will be provided by the treasurer once the application is completed and approved);
- c. The date of application;
- d. The name of the organization requesting the fund raising activity;
- e. A description and price of item(s) for sale;
- f. List proposed places, dates and time of sale;
- g. Purpose of the sale (i.e., raise funds for what?);
- h. Signature of activity sponsor;
- i. Signature of student activities director and date (where available);
and
- j. Signature of principal and date.

(Refer to illustration IV-2A on page 2-12 for sample form)

Illustration IV-2A



APPLICATION FOR FUND RAISING ACTIVITY

(School's Name)

(Activity Number)

(Date of Application)

1. We _____ request permission from
(Sponsoring Class or Club)
the Administration to sell the following item or items.

(Brief description and the sale price)

2. The item or items listed above are to be sold at the following places and at the following dates and times only:

3. The purpose of this sale is to _____

(Activity Sponsor)

APPROVED BY:

(Student Activities Director) _____
(Date)

(Principal/Delegate) _____
(Date)

Prepare form in triplicate.

White Copy -- Secretary/Treasurer
Yellow Copy -- Student Activity Director
Pink Copy -- Activity Sponsor

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NOTES:

(1) Sales tax must be paid on all purchases for resale.

(2) Region approval is required for any fund raising activity where collections take place outside of school grounds, dances and car washes.
(Use form # FM-5656)

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3. STUDENT ACTIVITY OPERATION REPORT (FM - 0996):
The *Student Activity Operation Report* (FM-0996) must be prepared to summarize all fundraising transactions, including merchandising activities. The following information must be completed in this report:
 - a. Name of school
 - b. Name of activity
 - c. Date of activity
 - d. Name of sponsoring organization
 - e. Name of faculty sponsor
 - f. Receipts, entering information requested on each line of section, and providing the specific information for each roll of tickets and/or merchandise sold
 - g. Enter figures as indicated and attach a *Certificate of Loss Report* (FM-0997) or *Certificate of Disposal* (FM-2918) where applicable
 - h. Note other receipts, documenting names, amounts, and total
 - i. List disbursements noting each check number, explanation, and amount
 - j. Total disbursements
 - k. Change Fund Advance, if applicable
 - l. Change Fund Returned, if applicable
 - m. Net Profit/Loss
 - n. Transfer to General Program, if applicable
 - o. Transfer number, if applicable
 - p. Report prepared by whom and date
 - q. Report reviewed by whom and date
 - r. Signature of principal/designee and date

The *Student Activity Operation Report* (FM-0996) is designed for reporting any kind of fundraising activity, either ticket or merchandise sales. Sample form and instructions on completing it follow:

(See Illustration IV-2B for sample Student Activity Operation Report form)

Illustration IV-2B



STUDENT ACTIVITY OPERATION REPORT

School _____ Activity Number _____
 Type of Activity _____ Date of Activity _____
 Sponsoring Organization _____
 Name of Faculty Sponsor _____

RECEIPTS

Tickets Sold
 Roll # 1 - Price Per Ticket \$ _____ Ending Ticket No. _____
 Beginning Ticket No. _____ Number Ticket Sold _____
 Proceeds from roll # 1 \$ _____
 Roll # 2 - Price Per Ticket \$ _____ Ending Ticket No. _____
 Beginning Ticket No. _____ Number Ticket Sold _____
 Proceeds from roll #2 \$ _____

MERCHANDISE SOLD

Item _____	Item _____
Selling Price \$ _____	Selling Price \$ _____
Number Purchased _____	Number Purchased _____
Final Balance on Hand _____	Final Balance on Hand _____
Item to Account For _____	Item to Account For _____
Sale Reported _____ \$ _____	Sale Reported _____ \$ _____
Difference (Explain) * _____	Difference (Explain) * _____
_____	_____
_____	_____

*Attach "Certificate of Loss" (MIS-10997) where applicable.

OTHER RECEIPTS

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 Total Receipts per General Ledger \$ _____

DISBURSEMENTS: (All Expenses Must Be Paid By Check)

Check No.	Explanation	Amount	Check No.	Explanation	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Change Fund Advanced	\$ _____		Total Disbursements per General Ledger		\$ _____
Change Fund Returned	\$ _____		NET PROFIT/<LOSS>		\$ _____
Transfer to General Fund: \$ _____	Number _____				

Report Prepared By: _____ Sponsor (Signature) _____ Date _____
 Report Reviewed By: _____ School Treasurer (Signature) _____ Date _____
 Report Reviewed By: _____ Principal or Administrative Delegate (Signature) _____ Date _____

4. HOW TO PREPARE THE STUDENT ACTIVITY OPERATION REPORTS:
 - a. RECEIPTS for activities controlled by rolled-type tickets are accounted for by the beginning and ending serial numbers of the tickets used.
 - 1) Tickets must be numbered consecutively and reflect the selling price denomination.
 - 2) Account separately for each denomination (selling price).
 - 3) Show total sales deposited in both dollars and number of tickets represented.
 - 4) Show and explain any differences between the total to account for and the number deposited. See Section II for personal accountability and attach a *Certificate of Loss Report (FM-0997)*, if necessary.
 - 5) Unused tickets must be securely packaged and submitted to the school treasurer with the reports for audit purposes.
 - b. RECEIPTS for activities involving merchandise can be accounted for by maintaining proper inventory records.
 - 1) This section provides spaces for determining items to be accounted for, by subtracting the final number on hand at the end of the event from the number purchased originally.
 - 2) Account separately for each individually priced item.
 - 3) Show total sales deposited in both dollars and number of items represented.
 - 4) Show and explain differences. Attach a *Certificate of Loss (FM-0997)* form, if necessary
 - 5) Unsold items of merchandise must be retained for audit or their disposition documented in writing. Unsold items may be:

- a) Returned to vendor for credit
 - b) Donated for other uses or given as complimentary items (complimentary list must be retained for audit purposes)
 - c) Destroyed or otherwise disposed of:
 - 1) Disposition must be certified by activity sponsor and principal/designee
 - 2) *Certificate of Disposal (FM-2918)* must be retained for audit.
- c. OTHER RECEIPTS for Items of revenue related to the event must be reported in a *Student Activity Operation Report (FM-0996)*. If revenue is not accounted for by ticket number or item inventory, it must be shown as "other receipts," including:
- 1) Donations
 - 2) Sale of advertising, attaching list of:
 - a) Total ads sold;
 - b) Ads not collected; and/or
 - c) No charge ads, if any. (Attach a copy of the publication indicating receipt number for each advertisement.)
 - 3) Commissions
- d. DISBURSEMENTS AND PROFIT/LOSS CALCULATION:
- After all revenue has been recorded, disbursements related to the activity must be listed and deducted from revenue to determine the profit or loss for the activity.

- 1) Cash disbursements from cash money collected are prohibited.
 - 2) All disbursements must be made by a check requested from the school treasurer using the *Check Requisition/JV Transfer (FM-0992)* form, and approved by the principal in accordance with internal fund policies and procedures for disbursements set forth in *Section II, Chapter 5 - Disbursements*, of this manual.
5. DISTRIBUTION SHEET – MERCHANDISE OR TICKET SALE (FM – 0995) – This form must be completed when merchandise will be sold by a number of different students or other persons, so that a record of the units issued to and accounted for by each salesperson is maintained. This form is designed to assist in inventory control only and does not eliminate the need to issue receipts for cash received. The following information must be provided on this form:
- a. Item
 - b. Sales price
 - c. Signature of person to whom items are issued
 - d. Date issued
 - e. Units issued
 - f. Ticket Series from ____ to ____ (if applicable);
 - g. Dollar amount of each deposit of sales and units represented
 - h. Total sales represented
 - i. Total units returned unsold
 - j. Total units accounted for
 - 1) Should equal total issued
 - 2) Discrepancies must be documented with a *Certificate of Loss Report (FM-0997)* and a *Certificate of Disposal (FM-2918)*, if applicable.

(See Illustration IV-2C for sample Distribution Sheet form)

Illustration IV-2C



SCHOOL INTERNAL ACCOUNTING

DISTRIBUTION SHEET - MERCHANDISE OR TICKET SALE			TICKET		SALES DEPOSITS								TOTAL AMOUNT	UNITS RECEIVED	TOTAL UNITS ACCOUNTED FOR
ITEM	DATE ISSUED	UNITS ISSUED	FROM	TO	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE			
SIGNATURE OF INDIVIDUAL TO WHOM ITEMS ISSUED FOR SALE					AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT		
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
11.															
12.															
13.															
14.															
15.															
16.															
17.															
18.															
19.															
20.															
TOTAL DEPOSITS															
RECEIVED															

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6. CERTIFICATE OF LOSS FORM (FM-0997) - to be completed and signed by any person who has not accounted for all items issued to him/her at the time of the final deadline.
 - a. Certificates must be presented to the principal for acknowledgment signature and for action deemed appropriate.
 - b. Certificates must be retained for audit purposes along with distribution records and the *Student Activity Operation Report* (FM-0996).
 - c. *Certificate of Loss Reports* (FM-0997) can also be used when unable to account for items in other areas, such as the sale of material tickets, or any other controlled item. *Certificate of Loss Reports* (FM-0997) must contain the following information:
 - 1) Name of school;
 - 2) Sponsoring class/club;
 - 3) Activity description
 - 4) Name of student or teacher receiving item;
 - 5) Description of items unaccounted for;
 - 6) Location of items at time of loss;
 - 7) Date of loss;
 - 8) Value of loss;
 - 9) Efforts made to recover lost items;
 - 10) Efforts made to prevent recurrence of loss;
 - 11) Restitution information, if applicable;
 - 12) Signature of student responsible for loss, if applicable;
 - 13) Signature of activity sponsor;
 - 14) Signature of activities director; and
 - 15) Signature of principal.

(See Illustration IV-2D of sample Certificate of Loss form)

Illustration IV-2D



CERTIFICATE OF LOSS REPORT

ACTIVITY NO. _____
FOR THE
SCHOOL YEAR _____

SCHOOL _____

SPONSORING CLASS/CLUB _____

ACTIVITY DESCRIPTION _____

Name of Student or Staff Responsible for Loss _____

Description of Items Unaccounted for (Specify Quantity) _____

Location of Items at Time of Loss _____ Date of Loss _____ Value of Loss \$ _____

Efforts made to recover lost items. _____

Efforts made to prevent recurrence of loss. _____

Is restitution for loss expected? Yes No

Name of Account Set-up for Restitution (if applicable) _____

Program _____ Function _____

CERTIFICATION

I hereby acknowledge having being granted custody of the items described above, and that to the best of my knowledge such loss has occurred due to causes as indicated.

To the best of my knowledge the above facts are true, and efforts as noted here have been made to recover, and retribute Dade County Public Schools for this loss.

Student _____ (Signature) _____ (Date) Activities Director _____ (Signature) _____ (Date)

Faculty/Club Sponsor _____ (Signature) _____ (Date) Principal _____ (Signature) _____ (Date)

7. COMPLETING A CERTIFICATE OF DISPOSAL FORM (FM 2918) - Bulky or perishable stock remaining from activities, which would ordinarily be retained for audit inspection, may be disposed of if its presence and disposal is properly certified.
 - a. Certificates must be retained for audit purposes along with distribution records and the *Student Activity Operation Report* (FM-0996).
 - b. *Certificate of Disposal* (FM-2918) forms must contain the following information:
 - 1) Name of school
 - 2) Item destroy date
 - 3) Justification for disposal
 - 4) Fundraising activity number
 - 5) Description of items
 - 6) Number destroyed
 - 7) Value of item(s)
 - 8) Signature of activity sponsor
 - 9) Signature of principal

(See Illustration IV-2E for sample Certificate of Disposal form)

Illustration IV-2E



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
CERTIFICATE OF DISPOSAL
FUND RAISING ACTIVITY ITEMS

SCHOOL _____

Items below have been destroyed as of _____
(Date)

Justification for disposal: _____

Fund Raising Activity Number: _____

Description of item: _____

Number destroyed: _____

Value: each _____ total _____

Disposal certified by: _____
(Club Sponsor)

(Principal/Delegate)

Prepare form in duplicate.

Attach original to Student Activities Operating Report
Copy to originator

C. ACCOUNTING FOR ACTIVITIES USING TICKETS

Fundraising activities involving services rendered or tasks performed (usually car washes, swim-a-thons), and activities wherein an admission fee is imposed, must be controlled by pre-printed, pre-numbered, serialized tickets reflecting a dollar amount denomination (i.e., rolled tickets, printed invitation style tickets, etc.) The tickets used must be obtained from the school treasurer, who must then ascertain the following prior to distribution for sale:

1. The invoice supporting the purchase of the tickets must indicate complete information to serve as the basis for ticket accounting:
 - a. Number of tickets at each price;
 - b. Numerical series of tickets at each price;
 - c. Dollar amount printed on tickets;
 - d. Donated tickets require a "no charge" invoice with above quantity information shown; and
 - e. Actual number of tickets delivered should be verified by the treasurer and "goods received" certified.
2. Each ticket must be pre-numbered sequentially by printer and imprinted with individual selling price.
 - a. Tickets must not be sold for amounts different than face value indicated.
 - b. Price, as printed on tickets, must not be altered.
3. Tickets are not to be photocopied or computer produced.
4. If the tickets are printed by a vocational printing instructor, appropriate work orders are to be provided, listing all information listed above in paragraph "1."

5. Tickets, rolled or bulk, must be controlled by the school treasurer using appropriate distribution logs, and inventoried at the end of the school year using the *Pre-numbered Inventory Form* (FM- 3564).
6. The treasurer will release tickets, as needed, to the sponsor of the activity.
 - a. Sponsors will sign a *Serialized Forms & Ticket Distribution Log* (FM-0990) upon receipt of tickets.
 - b. *The Serialized Forms & Ticket Distribution Log* (FM-0990) will be retained for audit purposes.
 - c. The sponsor will, upon completion of activity, return unused tickets to the school treasurer.
 - d. The sponsors will sign a *Serialized Forms & Ticket Distribution Log* (FM-0990) upon return of tickets.
7. *Certificate of Loss Report* (FM 0997) must be filed for missing or lost tickets.
8. If the tickets assigned to a sponsor are re-assigned and sold by various students/salespersons, the sponsor must maintain a *Distribution Sheet – Merchandise or Ticket Sale* (FM-0995) listing ticket assignments of the individual sellers. Refer to procedures for preparing the Distribution Sheet in this chapter.
9. All “priced” tickets allocated as complimentary tickets must be supported by list of signatures of recipients. Use *Complimentary List* form.
10. If the tickets are mailed, the name and address of recipient are required in lieu of the signature.
11. Tickets presented for admission must be torn, stamped, hole-punched, or otherwise invalidated.
12. *Distribution Sheet – Merchandise or Ticket Sale* (FM-0995) and unsold tickets must be retained for audit purposes.
 - a. Unsold tickets printed for a single event will be retained with the reports for the respective event.

4. The treasurer will provide the depositor with a copy of a computer generated receipt that reflects the type of sale in the posting description, as well as the yellow copy of the *Recap of Collections* (FM 1004) form. If an *Official Teachers Receipt* book was used for receipting, the computer generated receipt will be affixed to the book.

IV. RETENTION AND DISPOSAL REQUIREMENTS FOR FUNDRAISING ITEMS

Items remaining unsold at the conclusion of fundraising projects must be accounted for as follows:

- A. Items that will not be used in future sales shall be retained in a secured area for audit purposes.
- B. Items retained for future sales must be inventoried and stored in a secured area. Documentation of inventory must be provided to the treasurer and will be used to document the beginning inventory for the next sales activity.
- C. Fundraising items can be given as complimentary at no cost. Recipients must certify acceptance by signing a *Complimentary List* (FM 6679) which is to be retained for audit.
- D. Fundraising items can be disposed of if perishable and not able to be sold (see Section IV, Chapter 2 - Completing a *Certificate of Disposal Form* {FM-2918} in this manual).

FUNDRAISER REQUESTS

Submit either of the following forms to Mrs. Rae-Schulze for **initial approval**.

- **APPLICATION FOR FUNDRAISING ACTIVITY FORM** (for non-community sales activities)
- **REGION OFFICE APPROVAL FOR FUNDRAISING ACTIVITY FORM** (for community sales) – Allow two weeks for ACCESS Center approval.