

Resource Guide
for
Buying, Doing & Going

**Planning and Financial Information
for Faculty and Staff**

Table of Contents

School Funding Sources.....	1
Internal/Student Activities Accounts Collections.....	2
• Report of Monies Collected MIS #170	4
• Athletic Participation Monies Collected MIS #179	5
• Report of Tickets Sold MIS #171	6
• Report of General Sales MIS #169	7
Purchasing Guidelines.....	8
Buying Guide.....	9
• Purchase Request MIS #172	14
Fundraisers.....	15
• Fundraising Activity MIS #176	19
• Purchase Request MIS #172	20
• Report of Monies Collected MIS #170	21
Field Trips/Transportation Requests	22
• Field Trip Request Form MIS #106	28
• Parent Release MIS #166	29
• Private Vehicle/ Insurance Information MIS #167	30
• Field Trip Chaperone List	31

This Resource Guide has information regarding the policies and procedures and documentation for money collections, fundraisers, making purchases, field trips and other travel. If at any time you need additional information or assistance, please contact your school's bookkeeper.

School Funding Sources

District Budget Funds:

These funds are allocated to the schools based on projected enrollment (ADM) and instructional allocations. These funds are available to schools on July 1st.

Grant/Project Funds:

Other budgets such as Grants and Federal Projects are also potential funding sources. These are unique to each school and often come with restrictions on how they can be spent.

Internal/Student Activity Fund:

These are funds collected internally at the school. Examples of these funds are fundraisers, ticket sales, donations, and field trips.

Internal/Student Activity funds carry over from year to year but remain with each Team/Department (sometimes referred to as Clubs or Organizations).

Keep in mind that there are specific guidelines to be followed regarding fundraising for your Team/Department. Please refer to the fundraising section of this handbook for further information.

Updated Activity Managers Report will be provided on a monthly basis and should be retained on file so that you have current information regarding the funds available to your Team/Department.

Internal/Student Activities Accounts Collections

Most common types of monies collected are for:

- Field trips
- Fundraisers
- Donations
- Ticket Sales

Procedures for handling collections:

- All collections must be turned in **DAILY** to your bookkeeper in the same form as it was received
- Do not substitute personal checks for cash received
- Do not use the funds as a change fund/petty cash
- Checks must be written for the exact amount of purchase (no change may be given)
- All collections must be recorded in ink on one of four forms:
 - Report of Monies Collected MIS #170 (page 4)
 - Athletic Participation Monies Collected MIS #179 (page 5)
 - Report of Tickets Sold MIS #171 (page 6)
 - Report of General Sales MIS #169 (page 7)
- Checks not conforming to the check requirements listed below should be returned to the student/parent with a request to issue a new check or to pay cash

The maker is required to provide the following information on all checks:

- Maker's name and current address imprinted on the check
- Phone number with area code
- Student name and number
- Date on check must be current
- Check must be written in ink
- Checks cannot be starter checks (name and address are not pre-printed)

Instructions for submitting **DAILY** collections to bookkeeper:

- Submit collection form and funds to the bookkeeper. If the bookkeeper is not available or it is after hours, use the collection drop off designated location. Collection drop off locations are different at each school. Please contact your bookkeeper for your school's designated location.
- **SIGN AND DATE** the appropriate collection form with the date funds were collected. (See the MIS form examples on pages 4-7) **Keep the pink copies of each form for your records.**
- Take all funds with the appropriate completed collection form (white and yellow copies) to the designated location.
- Do not leave funds in any area other than the designated location (for example: checks and/or cash should never be left on or in a desk, classroom, mailbox, box on door, drawer, car, or taken home, etc.)
- Once the collection has been processed, the yellow copy and an official pre-numbered receipt will be returned to you. Confirm that the amount on the yellow matches the pink copy, if you find an error or a difference contact the bookkeeper immediately.
- In the rare instance that money cannot be immediately counted and submitted to your bookkeeper following an event, place collections and collection forms in an envelope, mark "do not process - held for security" and add your name. The envelope should be placed in the designated location (coordinated with your bookkeeper) for overnight storage. The bookkeeper will obtain the funds from the designated location and process the collection with you upon your return to school. (Funds should not be kept in classrooms, taken home, or left in a car with the exception of some activities that occur off campus.)

Explanation of collection forms:

- Report of Monies Collected Internal/Student Activity Accounts MIS #170 (page 4) - Use for funds collected from individuals for t-shirts, fundraisers, field trips, donations, etc. Use a separate Monies Collected Form for each type of collection/submission. For example, do not report funds collected for a field trip on the same form as funds collected for a fundraiser.
- Athletic Participation Monies Collected MIS #179 (page 5) - Use for Athletic participation funds collected.
- Report of Tickets Sold MIS #171 (page 6) - Use for sale of tickets at any event, including athletic games, dances, etc.
- Report of General Sales MIS #169 (page 7) - Use this form for low cost General Sale items like car washes, flower sales, concessions, etc.



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
REPORT OF GENERAL SALES
INTERNAL/STUDENT ACTIVITY ACCOUNTS**

MIS Form #169
Rev. 3/14

Organization Student Council School DPES

Purpose Wooden Rose Sales Official Receipt # _____

_____	X	20.00 = \$	_____
_____	X	10.00 = \$	_____
_____	X	5.00 = \$	_____
<u>50</u>	X	1.00 = \$	<u>50.00</u>
<u>20</u>	X	.25 = \$	<u>5.00</u>
<u>9</u>	X	.10 = \$	<u>0.90</u>
<u>2</u>	X	.05 = \$	<u>0.10</u>
_____	X	.01 = \$	_____
_____		= \$	_____
_____		= \$	_____
TOTAL FOR DEPOSIT			<u>\$ 56.00</u>

I hereby transmit all funds received by me for deposit.

Teacher or Sponsor

8/14/2015
Date

I hereby certify that I have received for deposit from the above named person the funds as indicated hereon.

Bookkeeper or Cashier

8/14/2015
Date

ACTIVITY					ACTION									

DISTRIBUTION:
White and Canary - Submit to Bookkeeper with funds collected
Pink - Retained by Teacher or Sponsor collecting funds

Purchasing Guidelines

Purchases less than \$3,000.00 do not require three quotes and should be made using Purchasing's Best Practices <http://www.pasco.k12.fl.us/purchasing/values/> . Any products or services under contract **must be obtained from the District's currently awarded vendors**. Please refer to the "Current Bid List" located on the Purchasing Services' website http://www.pasco.k12.fl.us/site/approved_vendors/C98 for information regarding frequently used awarded contracts. Individuals should use due diligence to obtain the items at the lowest price.

Purchases from \$3,000.00 to \$6,999.99 require telephone quotes. A minimum of three vendors must be contacted. When purchase is made reference the vendor name, individual contacted, date the quote was obtained, and price of each quote.

Purchases from \$7,000.00 to \$14,999.99 require written quotes. Three written quotes must be provided on vendor's letterhead or proposal form.

Purchases from \$15,000.00 to \$49,999.99 require written quotes. Written quotes will be obtained by Purchasing Services through a formal written quote process. Contact purchasing at purchasing@pasco.k12.fl.us .

Purchases from \$50,000.00 and up will go through the bid solicitation process by Purchasing Services. This requires Board approval.

Please refer to the Purchasing website <http://www.pasco.k12.fl.us/purchasing/pride/> for questions regarding Purchasing Related Information for District Employees (P.R.I.D.E).

Buying Guide

Sales Tax Exempt?

The District is sales tax-exempt for most purchases made by the school, but there are exceptions. The following items are TAXABLE:

- Fundraising supplies
- Items to be resold (even if it is not for profit) to students, staff, parents, etc.

It is your responsibility to make sure that the vendor does not charge sales tax for items that are not taxable.

Detailed sales tax guidelines, including a list of specific item categories, can be found online at www.pasco.k12.fl.us/library/audit/sales_tax_guidelines.pptx.

Please see your bookkeeper if in doubt regarding sales tax.

Request For Purchase:

- A Purchase Request Form MIS #172 (page 14) must be completed and approved before ordering or purchasing items. The Purchase Request Form can be obtained online at http://www.pasco.k12.fl.us/library/is/forms/mis_172.pdf. Please fill out the request form completely and be sure to print the form and sign and date in ink where indicated!
- Items **MUST** be ordered from the correct source (warehouse or bid vendor described below), regardless of whether Internal/Student Activity or District funds are being used. Use purchasing sources in the following order:
 - Warehouse - Items that are available at the Warehouse cannot be ordered from any other source. Indicate on the Purchase Request Form MIS #172 that the vendor is the Warehouse. The Warehouse Inventory Catalog is available at <http://www.pasco.k12.fl.us/finance/forms/>

- Office Depot (Office Supply Bid) - All office supplies that are not carried by the Warehouse must be purchased from Office Depot.
 - Go to the Office Depot business site at <https://business.officedepot.com>
 - Enter the username "dsbpc1" and the password "teachers1".
 - Select the item(s) you wish to order and place in the shopping cart. **DO NOT submit an order directly to Office Depot.**
 - Print the cart and attach it to the Purchase Request Form MIS #172
 - Scroll to the bottom of the page then click on the "Share Cart", enter your email address and then share the cart to the bookkeeper's email address.
 - Provide the Purchase Request Form MIS #172 with backup to the bookkeeper to complete the order.

- Other Bid Vendors - Many types of items are on bid through the District. A list of bid items can be found through the Purchasing Services' website at http://www.pasco.k12.fl.us/site/approved_vendors/

- Non-Bid Vendors - If the item you want to purchase is not available through any of the above vendors, you may purchase from an approved vendor. An approved vendor has provided a W-9 and is in MUNIS. Before purchases are made please check with your bookkeeper if you are unsure whether a vendor is approved.

- Include any applicable discounts offered by the vendor.
- Be sure to add shipping charges and sales tax, if applicable.
- If shipping is free, please make note of that on the bottom of your order form.

Approval for Purchase:

- The person responsible for the funding source must sign and approve the Purchase Request Form MIS #172 before it is submitted to your bookkeeper. (i.e., team leader, department head/PLC facilitator, Athletic Director, club sponsor, grant administrator, etc.)
- Once you have submitted the Purchase Request Form MIS #172 to your bookkeeper, he or she will seek approval from Administration. **PLEASE DO NOT SUBMIT** your requests directly to Administration.

Processing Requests for Purchase:

- Your bookkeeper will process orders on a first come first serve basis. Allow sufficient time for your order to be processed.
 - Warehouse and Office Depot Orders - Once the order is processed, a copy of the order will be emailed to you.
 - District Purchase Orders - Once the order is processed, it will go through approvals at the District Office. This could take several days depending on the funding source. Purchasing Services will then submit the Purchase Order directly to the vendor.
 - Internal/Student Activity Purchase Orders - Once the order is processed, a copy of the Purchase Request will be returned to you.

Receiving of Goods:

- As soon as your order is delivered, check the packing slip/invoice carefully to make sure all items on the packing slip/invoice have been received.
- Sign and date the packing slip/invoice as received.
- Give the signed and dated packing slip/invoice to the bookkeeper for payment.
- Invoices cannot be paid without proof of receipt.
- If you sign off that all items have been received, when in fact they have not been, we will have no recourse with the vendor to recover those missing items.

See sample Purchase Request & instructions on pages 13 & 14.

Purchase Requests for Reimbursements:

If you are going to purchase items yourself and request reimbursement, **you must process a Purchase Request BEFORE** buying the items.

- Complete the Purchase Request Form MIS #172 and put a "not to exceed" amount on the purchase order and a brief description of what you will be buying and the purpose (see instructions on page 13&14).
- Submit to the bookkeeper.
- The request will then be submitted to Administration for approval.
- Once approved, the Purchase Request will be returned to you so you can then make the purchase.

DO NOT PURCHASE PERSONAL ITEMS UNDER THE SAME RECEIPT

- After the purchase is made, bring the itemized, signed original receipt to the bookkeeper for reimbursement.
- Be sure to submit your receipt as quickly as possible in order to avoid a delay in your reimbursement check.
- Sales tax will NOT be reimbursed on tax exempt purchases.
- Remember, the District's tax exemption will not be honored while using personal cash, check or credit card.

Reminder:

An approved Purchase Request Form MIS #172 must be accompanied by a signed receipt or funds will NOT be reimbursed to you.

Purchase Request Form - Instructions For Completion (See sample of form on page 14):

1. Enter vendor information. If ordering from the warehouse, write "Warehouse" as the vendor. If the request is for a reimbursement to you, write your name in as the vendor.
2. If you know the vendor number, you may fill that in, otherwise leave it blank.
3. Enter school information with your name and room # where you would like the order delivered.
4. Leave P.O. # blank, this will be completed by bookkeeper.
5. Complete the Date, Ordered by, Dept./Team and Date Needed.
6. In the funding source field, indicate whether District or Internal/Student Activity funds are being used by writing a description of the funds in the appropriate space. (Example, Science, Title I, Spanish Club, etc.)
7. Enter a not-to-exceed amount
8. If ordering from a bid vendor, enter the bid number.
9. Indicate the reason for the purchase.
10. List all items, along with bid or discounted price (if applicable). Please refer to the Purchasing Services' website current bid list for bid information
http://www.pasco.k12.fl.us/site/approved_vendors/C98
 - Attach the shopping cart used for website orders or quotes you have obtained.
 - Include sales tax and shipping charges, if applicable.
11. **SIGN AND DATE** the request form.
12. The person responsible for the funding source must also sign and approve the request. (The team leader, dept. head, Athletic Director, club sponsor, etc.)

Submit the completed purchase request to your bookkeeper for processing.

Fundraisers

Sales Tax Exempt?

The District is sales tax-exempt for most purchases made by the school, but there are exceptions. The following items are TAXABLE:

- Fundraising supplies
- Items to be resold (even if it is not for profit) to students, staff, parents, etc.

It is your responsibility to request that the vendor charge sales tax for purchases that are taxable.

Detailed sales tax guidelines, including a list of specific item categories, can be found online at http://www.pasco.k12.fl.us/library/audit/general_sales_tax_guidelines.pdf
Please see your bookkeeper if in doubt regarding sales tax.

Instructions:

- To obtain administrator approval for a fundraiser, complete and return the Fundraiser Activity Application/Recap (FRA) MIS #176 (page 19) to your bookkeeper. Attach any documentation (brochures, etc.) to explain what you are doing.
- If a Purchasing Fundraising Agreement is required (the bookkeeper will notify you of this), you will be responsible for filling it out and obtaining the vendor's signature and submitting the signed agreement to your bookkeeper.
- Once submitted, your bookkeeper will work with your Principal and, if applicable, with Purchasing Services to seek approval.
- Please allow ample time to fully execute the fundraising request (2-8 weeks) as multiple approvals may be needed depending on the complexity of your request.
- Complete a Purchase Request Form MIS #172 (directions on page 13, example on page 20) for the estimated expenses needed to run the fundraiser. Sales tax **must** be paid on all fundraising supplies.
- Once the packet is approved, your bookkeeper will return/email a copy of the FRA MIS #176 (page 19) and the Purchase Request Form MIS #172 (page 20) or contract (if applicable) to you.

- **Once the Purchase Request form MIS #172 (page 20) has been approved,** fundraising supplies may be purchased, letters may be sent home and you may start advertising your fundraiser.
- After the fundraiser has been completed and all Monies Collected Form MIS #170 (page 21) are turned in, the Recap section of the FRA MIS #176 (page 19) must be completed (signed and dated) and returned to your bookkeeper for verification.

Reminders:

Do not place any orders, advertise or make any commitments until you have received approved copies of all fundraising documents.

Not all fundraisers are the same. Depending on the complexity of the fundraiser it could take 2-8 weeks to complete approvals. Please plan accordingly.

Monies Collected Form MIS #170 (page 21) and money must be turned in on a **DAILY** basis. If collections are made outside school hours Monies Collected Form MIS #170 must be turned into the school office by the next business day. The bookkeeper will keep originals on file and the sponsor(s) will receive a copy of completed, approved forms.

Fundraising Activities Including Food - New Rules:

Effective with the 2015-2016 school year, food and beverage items sold to students for consumption during the school day **must** meet the nutrition standards described in administrative procedures for Board Policy 8510, Student Wellness <http://www.neola.com/pasco-fl/>. A fundraising activity should first be identified as either food or non-food sales and indicated on the Fundraising Activity (FRA) Application/Recap form MIS #176 by checking the appropriate box. As always, all fundraising activities require a properly completed FRA form to document administrative approval and be available for audit.

Food sales/consumed off site or after traditional school hours:

The rules described above do not apply during non-school hours, on weekends, and at off campus fundraising events or for items that are not intended to be consumed at school. Examples include cookie dough, meat pies, and item sold at concession stands.

Food sales/consumed during school hours:

Any food items sold on campus shall comply with School Board Policy 8550, Competitive Foods <http://www.neola.com/pasco-fl/>.

In addition, there are additional requirements outlined below:

- Elementary:
 - Only Food and Nutrition Services shall sell food and beverages to students in elementary schools during regular school hours.
- Secondary Schools:
 - The sale of food items cannot occur during the school day (the period from the midnight before, to 30 minutes after the end of the official school day) unless they meet the "Smart Snack" nutrition standards. This does not apply to vending machines or snack bars if only selling Smart Snacks outlined below. (Note: Permanent and "rolling" snack bars must have documented approval from the Director of Food and Nutrition Services.)
 - Combination fundraiser sales are prohibited (i.e., chicken and biscuit, pizza, etc.) per Florida Administrative Code 5P-1.003, Responsibilities for the School Food Service Program.
 - Determine whether the food item qualifies as a "Smart Snack" when the FRA takes place on one of the school's "exemption" days.
 - Food and Nutrition Services will assist in determining if food and beverages are considered a "Smart Snack".

Smart Snack Item:

- FRA Application/Recap MIS #176 (page 19) **must** include a printed copy of the [Smart Snack calculator](#) results that shows the food sold qualifies as a Smart Snack item.
- FRA Application/Recap **must** include a printed copy of the nutrition label of the food sold (if it's not a fruit or vegetable).
- FRA Sponsor **must** attach both items described above to the FRA Application/Recap.
- There is not a limit for the school year on the number of FRA events selling Smart Snacks.

Exemption Food Sale Item - "junk food":

- Exemption Days are days in the school year where FRAs take place that sell food items that do **not** meet the Smart Snack standards. Note: This is # of days, not # of fundraisers - a school can have multiple fundraisers on the same day.
- The total number of a school's exemption days in a school year **cannot** exceed the maximum number of school days allowed as described below:

Total number of days allowed per school year:

- Middle Schools - 10 days
- High Schools - 15 days
- **Schools must** maintain records documenting the occurrence of any exempted events.

Calendars:

- Schools **must** have an annual calendar of fundraisers and indicate "Exemption" days
- Schools do not need to maintain a separate calendar, but it must be accessible on school website

Additional Resources:

For additional information regarding food-related fundraisers, please visit the District's Food and Nutrition Services website at <http://connect.pasco.k12.fl.us/pcs-wellness/>.



DISTRICT SCHOOL BOARD OF PASCO COUNTY FUND RAISING ACTIVITY (FRA) APPLICATION/RECAP

MIS Form #176
Rev. 7/15

School _____ Date _____

1. Requested by (organization, class, or club) _____

2. Person responsible for FRA _____

3. Use of Proceeds _____

4. Resale Product Vendor Name _____ Vendor # _____

Contact _____ Phone _____ email _____

5. Description FRA _____

6. Type of sale: Resale (Food Non Food) Service or donated time Admissions Other

If this is a food sale, is this a food item that is consumed during the school day? Yes or No

If Yes - Is this a Smart Snack? Yes or No

If Yes - attach Smart Snack Calculator and Nutrition Label

If No - attach school calendar page that shows the approved Exemption

7. FRA Schedule: Begin date _____ End date _____ Total # of Days _____

Time of Day _____ Location _____

8. ESTIMATED/ACTUAL PROFIT:

	APPLICATION ESTIMATED	RECAP ACTUAL	RECAP VARIANCE
--	--------------------------	-----------------	-------------------

(The ESTIMATED column **only** is completed on application, the RECAP-ACTUAL & VARIANCE columns are completed after the activity is over)

A. Revenues:

Sales quantity _____ X Sales price \$ _____ \$ _____ \$ _____ \$ _____

Other _____ \$ _____ \$ _____ \$ _____

Total Revenues \$ _____ \$ _____ \$ _____

B. Costs:

Unit quantity _____ X Unit cost \$ _____ \$ _____ \$ _____ \$ _____

Other _____ \$ _____ \$ _____ \$ _____

Total Costs \$ _____ \$ _____ \$ _____

C. Gross Profit (A minus B)

\$ _____ \$ _____ \$ _____

D. Other Costs (printing, security, prizes etc.) Describe:

_____ \$ _____ \$ _____ \$ _____

E. Net Profit (C minus D)

\$ _____ \$ _____ \$ _____

Explain any Variance _____

FRA SPONSOR ASSURANCE - I have read and understand Board Policies 5830 and 9211 and Administrative Procedure 9700C related to fund raising (available for review at www.pasco.k12.fl.us.) I will comply with these regulations and internal accounts procedures.

APPLICATION Sponsor Signature _____  Date _____

Approved Denied Principal's Signature _____  Date _____

Date on Calendar _____ Bookkeeper Signature _____  Date _____

=====

RECAP Sponsor Signature _____  Date _____

Verified RECAP Amounts to Munis Bookkeeper Signature _____  Date _____



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
PURCHASE REQUEST (Sales Tax Exempt #85-8013921275C-1)**

MIS Form #172
Rev. 7/15

Vendor: # _____ Ship invoice and materials to: _____ P.O. # _____

E-Mail _____ Dept./Team _____
Fax # _____ Date Needed _____

Funding Source: District Funds _____ Internal Funds _____

This order is not to exceed \$ _____ Teacher/Staff Signature _____ **SIGN HERE** Date _____

Bid Number (Info) # _____ Department Head Signature _____ **SIGN HERE** Date _____

Funds requested for: _____

PURCHASE APPROVED BY PRINCIPAL _____ **SIGN HERE** Date _____

(Please attach current vendor quotes or backup documentation to purchase request prior to submission.)

Qty. Req.	Item or Catalog No.	Page No.	Description of Items	Unit Price	Total Cost

If the actual payout amount exceeds the approved purchase order amount by more than 5%, the higher amount must be signature approved and dated by the principal prior to payment

Net Total
7% Sales Tax (If Applicable)
Less applicable discounts
Shipping
GRAND TOTAL

Increase to \$ _____ Approved by _____ **SIGN HERE** Date _____

Payment Method:
_____ P-Card _____ Internal P.O. _____ District P.O. _____ Reimbursement _____ Check Request

DISTRICT ACCOUNT NUMBER				OR	ACTIVITY				ACTION			

DISTRIBUTION: Retain copy for your records, submit signed original to bookkeeper for processing



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
REPORT OF MONIES COLLECTED
INTERNAL/STUDENT ACTIVITY ACCOUNTS**

MIS Form #170
Rev. 3/14

Organization Softball School GHS
 Purpose Tom Watt Fundraiser Official Receipt # _____

Last Name	First Name	Student ID #	Check Number	Check Amount	Cash Amount
Jones	Amanda	234967	194	\$10.00	
Smith	Steven	197304			\$10.00
SUB-TOTAL				\$10.00	\$10.00
TOTAL FOR DEPOSIT				\$20.00	

I hereby transmit all funds received by me for deposit.

_____  _____ 8/14/2015
 Teacher or Sponsor Date

I hereby certify that I have received for deposit from the above named person the funds as indicated hereon.

_____  _____ 8/14/2015
 Bookkeeper or Cashier Date

ACTIVITY					ACTION				

DISTRIBUTION: White and Canary - Submit to Bookkeeper with funds collected
 Pink - Retained by Teacher or Sponsor collecting funds

Field Trips/Transportation Requests

General Information:

The District's Transportation Services Department and the Florida Department of Education have strict guidelines regarding the transportation of students. This includes transportation for field trips and other school events. Please review these guidelines prior to planning a trip. This information is available at the following URL: <http://www.pasco.k12.fl.us/transportation/fieldtrips/>.

General Guidelines for Planning:

- Do not make any commitments or send letters or information to parents or students until your field trip request has been approved.
- **Field trips may require multiple approval levels depending on the type of trip. Please review the Field Trip Approval Matrix in this section to ensure you have ample time for approval prior to a field trip.**
- During regular school days, Transportation Services is responsible for transporting students to and from school. Due to driver and bus schedules, mid-day field trips have strict requirements. To view the requirements, please visit the Transportation Services' website at: <http://www.pasco.k12.fl.us/library/transportation/documents/documents/Mid-Day%20FT%20Time%20Worksheet.pdf>. Mid-Day Field Trip Time Worksheet (page 26).
- Limousines and 10-15 passenger vans are not permitted to transport students **AT ANY TIME!** Minivans or SUV's with 8 or less passengers should be used.
- Prior to the field trip, chaperones must have an approved volunteer application on file.
- Volunteers transporting a student that is not their own child must be an approved volunteer, provide vehicle insurance, have a valid driver's license and have approval to transport students. Approval is granted on Private Vehicle/ Insurance Information MIS #167 (page 30).
- Employees wishing to transport students using District minivans must register and be an approved driver through Transportation Services. Applications can be found online at <http://www.pasco.k12.fl.us/transportation/safedriver/>.

- Current Transportation charges must be considered when planning a trip. The cost of \$18.25 per hour (and an additional \$13.00 per hour if a transportation assistant is needed) and \$1.00 per mile will be assessed for each bus.
- Transportation Services requires that requests for buses and minivans be submitted at least 14 working days in advance of the trip.

Procedures:

- It is **VERY** important that you begin planning well in advance.
- To obtain administrator approval for a field trip, complete and return the Field Trip Request Form/Worksheet MIS #106 (page 28) to the bookkeeper.
- The additional forms below will be provided to you by the bookkeeper once the administrator has approved the Field Trip Request Form/Worksheet MIS #106 (page 28).
 - Monies Collected Form MIS #170 (page 4)- Use the Monies Collected Form to record field trip collections.
 - Purchase Request Form MIS #172 (page 14 or 20)- A separate Purchase Request must be completed and approved for each of the field trip expenses including admission tickets, transportation, etc.
 - Field Trip Chaperone List Internal Form (page 31) - Complete the chaperone form (include all chaperones including family members, employees, etc.) and submit it to your bookkeeper prior to departure. The bookkeeper will confirm that the chaperones are approved volunteers through the District Volunteer Coordinator.
 - Parent Release Form MIS #166 (page 29)- The original signed form must be turned in to the designated person at the school prior to departure. The designated school board employee traveling with the group will hold the parent release forms. A copy may be given to the parent.
 - Private Vehicle/Insurance Information MIS #167 (page 30)- This form must be completed by chaperones transporting students using a private vehicle.

- Employee Application for Student Transportation Authority- This form must be completed by District employees transporting students using a private vehicle. The procedures are found on the Transportation Services' website under Field Trips or use the following URL to complete the authorization document:
https://staffdevfms.pasco.k12.fl.us/fmi/iwp/cgi?-db=stu_trans&-loadframes.
- Procedures for booking with an Outside (Charter) bus

These steps must be completed by the teacher before confirming any bus order.

Charter Bus Procedures:

- Contact one of the vendors on the approved Charter Bus Company List (page 27) to check availability and obtain a price for your trip.
- No Prepayments. Payment should be submitted the date of the event or later.
- Please keep the confirmation received from the company and submit to the bookkeeper for processing.
- See the bookkeeper to determine who will place the actual bus order with their P-Card. Original signed receipts must be submitted to the bookkeeper for P-Card verifications.
- A list of approved charter bus drivers are posted on Purchasing's current bid list under Charter Bus Services,
http://www.pasco.k12.fl.us/library/purchasing/catalogs/Charter_Buses_Approved_Drivers_Updated_9-21-2015.pdf
- Print the list of approved drivers for the company you selected and verify the driver is on the approved list before allowing students to board the bus.
- On the day of the Field Trip confirm the driver is on the approved list.

Field Trip Approval Matrix

Levels of Approval Needed	School Administration	Area Superintendents	School Board
Minimum processing time (School procedures may require additional processing time)	3 Weeks	4 Weeks	5 Weeks
Type of Field Trip:			
Approved sites within 100 miles and 2 hours travel time each way.	X		
Approved sites outside 100 miles and 2 hours travel time	X	X	
Approved sites requiring more than one consecutive days absence	X	X	
Unusual or unique nature that may have controversial overtones	X	X	
Trips during exclusionary periods	X	X	
Trips involving water activities	X	X	
Trips involving the use of water craft	X	X	X
Overnight	X	X	X
Out of state	X	X	X
Out of Country	X	X	X

Contact administration for approved sites and exclusionary periods.

MID-DAY FIELD TRIP TIME WORKSHEET

DISTRICT SCHOOL BOARD OF PASCO COUNTY
TRANSPORTATION DEPARTMENT

About this worksheet:

This worksheet will allow you to estimate the available time for mid-day field trip activities during a regular school day. In order to maintain district transportation services, field trip bus service can only be scheduled to begin no earlier than 9:45AM and arrive back to the school site no later than 1:30PM.

Directions:

Utilize Google to map appropriate driving directions from your school site to the field trip site. Modify the driving path to avoid toll roads, etc. Enter the estimated travel time indicated by Google in the Travel Time field of both columns below. Start at the top of each column and add/subtract time to complete the remaining fields moving down to determine the estimated field trip activities start and end time. The difference in time will indicate your total time available for field trip activities at the site.

	DEPARTING		RETURNING	
Boarding Time at School	9:45 AM		1:30 PM	Unloading Time at School
	+		-	
Travel Time	<div style="border: 1px solid black; width: 60px; height: 20px; display: flex; align-items: center; justify-content: center;">:</div>	=	<div style="border: 1px solid black; width: 60px; height: 20px; display: flex; align-items: center; justify-content: center;">:</div>	Travel Time
	=		=	
Estimated Arrival Time	<div style="border: 1px solid black; width: 60px; height: 20px; display: flex; align-items: center; justify-content: center;">:</div>		<div style="border: 1px solid black; width: 60px; height: 20px; display: flex; align-items: center; justify-content: center;">:</div>	Departure Time
	+		-	
Off-load Time	0:05		0:05	Loading Time
	=		=	
Field Trip Activities Start Time	<div style="border: 1px solid black; width: 60px; height: 20px; display: flex; align-items: center; justify-content: center;">:</div>		<div style="border: 1px solid black; width: 60px; height: 20px; display: flex; align-items: center; justify-content: center;">:</div>	Field Trip Activities End Time
			<div style="border: 1px solid black; width: 60px; height: 20px; display: flex; align-items: center; justify-content: center;">:</div>	
	Total Time at Field Trip Location			
	(All Activities including Lunch)			

*This form was taken from the Transportation Services' Website
[http://www.pasco.k12.fl.us/library/transportation/documents/
documents/Mid-Day%20FT%20Time%20Worksheet.pdf](http://www.pasco.k12.fl.us/library/transportation/documents/documents/Mid-Day%20FT%20Time%20Worksheet.pdf)*

CHARTER BUS SERVICES

16-011-SS

P-CARD ONLY, DO NOT PRE PAY

Company	Contact Information	Bus Capacity	4 Hour Flat Rate	5 Hour Flat Rate	6 Hour Flat Fee	Grad Night and Special Event	Additional Hours	Cancellation Fee (Less than 72 hours notice)
Annett Bus Lines	800-282-3655	35-58	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 3,400.00	\$ 85.00	Full Cost of Charter
Astro Bus Service	727-938-5778	50-84	\$ 475.00	\$ 515.00	\$ 540.00	\$1065 (13 Hours)	\$ 75.00	\$ 125.00
* Escot Bus Lines, LLC	727-545-2088	56	\$ 660.00	\$ 660.00	\$ 760.00	\$ 2,250.00	\$ 100.00	\$ 200.00
First Class Coach Co., Inc. DBA: Martz Group	570-821-3838	38-56	\$ 675.00	\$ 745.00	\$ 815.00	\$ 2,000.00	\$ 70.00	\$ 100.00
Nemo Express Tours, LLC	813-802-9878	55	\$ 350.00	\$ 400.00	\$ 510.00	\$90/hour	\$ 82.00	\$ 200.00
Nemo Express Tours, LLC: SCHOOL BUS	813-802-9878	66-76	\$ 270.00	\$ 325.00	\$ 372.00	\$75/hour	\$ 62.00	\$ 200.00
Olympus Limo, Inc.	727-842-3522	56	\$ 450.00	\$ 550.00	\$ 630.00	\$ 1,800.00	\$ 110.00	\$ 100.00
** Rey Tours, Inc.	813-442-6982	56	\$ 550.00	\$ 590.00	\$ 690.00	\$1,800-\$2,100	\$ 110.00	\$ 100.00
Russo's Transportation Solutions DBA: Recreation Express	813-503-3792	65	\$ 300.00	\$ 350.00	\$ 400.00	\$ 650.00	\$ 50.00	\$ 100.00

*** Escot Cancellation NOTE: \$400 for less than 48 hours, 2/3 for less than 24 hours, FULL PRICE if bus has been dispatched**

**** Rey Tours rate NOTE: Out of County rates are to be provided to school at time of request based on itinerary**

Prices are good through 7/6/2017



PASCO COUNTY SCHOOLS FIELD TRIP REQUEST FORM

MIS Form #106

Rev. 6/15

School Name: _____ Date Submitted: _____
 Name of Person in Charge: _____ Position: _____ Phone #: _____

Group Attending: (team, class, group, etc.) _____

# of Students Participating	# of Chaperones (Non School Board Employees)	# of School Board Employees	# of Substitutes
--------------------------------	---	-----------------------------------	---------------------

School Bus/Van	# of Buses Required	Private Vehicle	Walking	Charter Bus
----------------	---------------------	-----------------	---------	-------------

Special Instructions for ESE:

FIELD TRIP DESTINATION/TIMEFRAME/PURPOSE					
Destination: _____	On Site Contact Person: _____				
Location Address: _____	Contact Person Phone #: _____				
City/State/Zip: _____	Location Phone #: _____				
From: _____	To: _____	Estimated Hours Round Trip	Estimated Miles Round Trip		
Date	Time	Date	Time		
Educational Purpose:			Internal Funds:		
Funding Source: District Funds:					
Actual on site instructional time:			Overnight request requires copy of trip agenda attached		

APPROVAL LEVELS		
Principal	Assistant Superintendent	School Board
Less than 100 miles or 2 hours each way	More than 100 miles or 2 hours each way Controversial	Overnight Out of State/Country
	Exclusionary Period Water Related	

FIELD TRIP BUDGET					
Estimated Income:			Estimated Expenses:		
# of Students	X	Contribution (each)	Total	# of Students	X
				Cost (each)	Total
# of Chaperones	X	Cost (each)	Total	# of Chaperones	X
Other source (specify)				Other expense (specify e.g., substitutes)	
Total Income:				Total Expense:	

Signature: _____ Date: _____ SIGN HERE

By signing in the space above, I certify that as the person in charge of this trip I have reviewed the requirements and consulted with my principal for approval.

School Administrator: _____ Date: _____ SIGN HERE

I have reviewed the field trip plan. My signature indicates approval for this field trip.

Assistant Superintendent Signature (if needed): _____ Date: _____ SIGN HERE

School Board Approval Required: _____ Board Approved Date: _____

N/A Yes No



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
PRIVATE VEHICLE / INSURANCE INFORMATION**

MIS Form #167
Rev. 2/07

Complete the following for **each privately owned vehicle** to be used for transporting students to and from school related activities.

TO BE COMPLETED BY VEHICLE OWNER

Model of Vehicle Explorer Name of Owner (Print) John Jones
Year of Vehicle 1999 Name of Driver (Print) John Jones
Make of Vehicle Ford Vehicle Tag Number ABC123

I certify that the above described vehicle, which is to be used only for the approved transportation purposes set forth below, is covered by bodily injury liability insurance equaling or exceeding \$10,000 per person/\$20,000 per occurrence and personal injury protection ("No-Fault") coverage equaling or exceeding \$10,000 per person.

This coverage is with State Farm Insurance Co. and expires on 10/4/2016
Month/Day/Year

This vehicle complies with the Federal Motor Vehicle Safety Standards. (Verification of compliance is normally reflected by a sticker located in the door well of the driver's door.) Yes No **NOTE:** If **No**, the vehicle is **NOT** to be used for transporting students.

Signature of Owner _____  Date 8/14/2015

Address 6514 Linwood Drive City Land O Lakes State Florida

Zip Code 34123 Home Phone (813) 123-4567 Cell Phone (813) 987-6543

TO BE COMPLETED BY VEHICLE DRIVER

Driver's License: State Florida Number JX41643291

I understand that I am authorized to only use the aforementioned vehicle for transportation of students, and that I am only authorized to transport students for the purpose of Field Trip (field trip/illness/recreational outing/interscholastic competition) to the following location and back Lowry Park Zoo and that I am not to deviate from the authorized transportation destinations.

I understand that all passengers will be seated in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer.

Signature of Driver _____  Date _____

Address 1234 Land O Lakes Blvd. City Land O Lakes State Florida

Zip Code 34123 Home Phone (813) 555-1234 Cell Phone (813) 222-1234

TO BE COMPLETED BY THE SCHOOL PRINCIPAL OR DESIGNEE

Teacher Sponsor _____

The above driver and vehicle is approved to transport students on _____ (Date).

Signature of Principal or Designee _____  Date _____

School _____

