

Overnight fieldtrips/athletics - Student food allocation

Athletic Director and/or supervisor responsible to:

- 1) Determine number of potential students and adults (chaperones/coach ext.).
 - a. Funding is allocated per policy (Federal rate for adults, \$45 per day for students)
B - \$10, L - \$15, D - \$20 = \$45.00
- 2) Submit request to District Office
- 3) Funds will be dispersed to the athletic director/supervisor based on the approved FTE.
- 4) Athletic Director/supervisor will Identify staff responsible for the disbursement and tracking of funds.
 - a. Students receive funds on a daily basis based on meals attended.
 - i.e. If hotel has free breakfast, no funds for breakfast.
 - b. Staff use a daily tracking sheet to allocate funds with the following information
 - i. Date
 - ii. Students name
 - iii. Amount given to the student
 - iv. Signature of student receiving funds
 - v. Description if needed
- 5) Upon returning from event identified staff return to the District office:
 - a. Daily tracking sheets
 - b. Funds not allocated
 - c. Receipts for expenses not on tracking sheet
- 6) It is the responsibility of the staff member to make sure allocated funds + unused funds + receipts = original allocation for trip.