

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION:       **5000**  
CATEGORY:     **Students**  
POLICY CODE: **5138/Pay to Participate**

**PAY TO PARTICIPATE**

**Policy Statement**

The Trumbull Board of Education will review and, if determined to be financially necessary, approve an annual student participation fee (Pay to Participate) for students participating in any school-sponsored activities including, but not limited to, athletic teams, drama/performing arts activities, school-sponsored clubs, and any other activity conducted outside of normal classroom or course requirements.

Any changes to the Pay to Participate fee must be approved by the Board of Education prior to the start of a school year and will be posted on the Trumbull Public Schools website ([www.trumbullps.org](http://www.trumbullps.org)). Club or team tryouts do not require a fee. Before participation is allowed, this fee must be paid or otherwise reduced. All payments will be submitted online.

A fee reduction to the pay-to-participate fee is automatic based on approval of free or reduced lunch status according to Policy 3541.31 Free and Reduced-Price Meals. For those families approved to receive free lunch, their fee will be reduced by 50%. For families approved to receive reduced lunch, their fee will be reduced by 25%. A sentence will be added to the notification letters from Trumbull Public Schools informing the family that fees for Pay to Participate will also be reduced or waived.

For students who do not qualify for free and reduced lunch, the Superintendent may also grant a fee reduction, which will be based on need. All families seeking such a reduction due to financial hardships, must complete a waiver form for a reduction of the Pay to Participate fee.

Board employees who coach/advise a team/activity for which a Pay to Participate fee is authorized will notify student participants and their parents/guardians of the availability of the fee waiver process. Additionally, a link to this policy will be posted and distributed through the Annual Notifications to families.

The guidelines of this policy will also be used for parents/students seeking a reduction or exemption from the fee for the student's one-to-one device insurance program.

Adopted: 1/2/2013  
Revised: 1/6/2015, 11/10/2015,  
9/26/2017, 8/14/2018, 5/26/2020, 11/11/2025

**Regulations**

**Pay to Participate fees for school activities**

1. The Board of Education recognizes the need for Pay to Participate fees to fund certain school activities that are aligned with the goals of the Trumbull Public Schools, including participation in school-sponsored athletic teams and other school-sponsored extracurricular activities. The Board also recognizes that some students may not be able to pay these fees.
2. All Pay to Participate fees shall be reviewed and approved by the Board of Education prior to the start of the school year/activity.
3. All Pay to Participate fees will be posted annually on the Trumbull Public Schools website: [www.trumbullps.org](http://www.trumbullps.org).
4. Pay to Participate fees may be authorized for, but not limited to, the following school-sponsored activities:
  - Athletic Teams
  - Drama/performing arts activities
  - Elementary strings and band programs
  - Student organizations or club

**The following rules shall apply to the Pay to Participate fee (the fee):**

1. The fee approved by the Board of Education prior to the start of the school year/activity must be paid, even if reduced, before the student may begin participation except for athletic tryouts.
2. The fee for athletic teams is due within 48 hours of receiving notification of being selected for the team.
3. In no case will the fee be otherwise prorated or reduced unless approved by the Superintendent as described in Board policy or these regulations.
4. Pay to Participate fees are non-refundable.
5. Payment of the fee does not guarantee playing/performance time.
6. Fees will be administered and maintained in accordance with rules and regulations established by Board action.

**Student Request for Reduction of Fees**

1. For those students who received approved free or reduced lunch status according to Policy 3541.31 Free and Reduced-Price Meals, a pay-to-play fee reduction is automatic.
2. Students who do not receive free/reduced-price school meals may apply for a reduction from Pay to Participate fees based on financial hardship.
  - a) Such a request must be submitted using the “Request for Reduction of Fees for Pay to Participate School Activities” form provided by the District to the Superintendent of Schools prior to the beginning of the activity, or within 48 hours of receiving notification of being selected for an interscholastic athletic or school club.
  - b) This form is available online at the Trumbull Public Schools website – [www.trumbullps.org](http://www.trumbullps.org) – and at each school.
  - c) Application for a reduction in fees will be required for each sport/activity in which the student participates.
  - d) The status of all reduction in fee requests will be communicated in writing by the Superintendent or his/her designee.

**Appendix A**

**Trumbull Public Schools**



**REQUEST FOR REDUCTION OF FEES**  
**FOR PAY TO PARTICIPATE SCHOOL ACTIVITIES**

This form is for parents/guardians who do not qualify for free and reduced lunch status and are wishing to request a reduction of the Pay to Participate Fee. It shall be submitted to the Superintendent of Schools, 6254 Main Street, Trumbull, CT, 06611.

Student Name \_\_\_\_\_ School\_Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Parent/guardian E-mail \_\_\_\_\_

Activity: \_\_\_\_\_ Athletics \_\_\_\_\_ Elementary Band \_\_\_\_\_ Elementary Strings  
(Name of Sport)

\_\_\_\_\_ THS Musical \_\_\_\_\_ Student One-to-One Device \_\_\_\_\_ Other \_\_\_\_\_  
Insurance Program (Name of Activity)

I/We understand that determination of eligibility for a reduction of fees requires an evidence-based need. Consideration for granting a reduction of fees is predicated on a review of documents including, but not limited to, financial hardship. You must attach parent/guardian proof of income for the current year (e.g., paycheck stub, unemployment benefits, Social Security/disability benefits).

**Please Note: Unless the financial information listed above is shared, your request cannot be considered.**

I/We hereby request that my/our child named above be granted a reduction in fees for payment of the Pay to Participate Fee for the reason(s) below. (Please provide any additional overview of financial hardship.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s), or of Student if past the age of majority

**FOR ADMINISTRATIVE USE ONLY – DO NOT WRITE BELOW**

Date of Review \_\_\_\_\_ Reduction Granted (\_\_\_\_\_) Reduction Denied (\_\_\_\_\_)

Additional Information Needed (financial specificity) \_\_\_\_\_

Date of Notice to Applicant \_\_\_\_\_  
\_\_\_\_\_  
Superintendent of Schools, or designee