To: PJHS Faculty

From: Janice Stockman, Principal

Mary Stoudemire, Bookkeeper

RE: Club Information, Field Trips

Date: December 7, 2015

**FIELD TRIPS** (all except Athletic Trips)

1. Fill out a Field Trip Form - Do this FIRST for approval!!! (on PJHS website)
2. Process:
   1. Nurse Johnston
   2. Stockman (after I approve it, I will continue the process and make a copy for Mrs. Stoudemire)
   3. Transportation
   4. Program Director
   5. Superintendent
3. Mileage (right this moment) is $1.20 per mile
4. Bus Drivers (PO done after trip for exact mileage)
   1. $12 per **hour** + benefits (different if they are part time or full time)
   2. Must fill out a Purchase Order
   3. On the day of the trip, pick up a Trip Ticket from Mrs. Stoudemire. The bus driver SHOULD have one, but grab one in case. The bus driver MUST turn in the trip ticket to the SPONSOR at the conclusion of the trip. It goes to Mrs. Stoudemire. You MUST ASK if they are part-time or full-time. It’s not on the Trip Ticket.
   4. Must include their START time and END time
5. Substitutes (if applicable)
   1. $70.00 (this includes benefits - $65.00 + $5.00 benefits))
   2. Must fill out a Purchase Order
   3. Put names of Staff Member AND Substitute on PO
   4. Staff members must fill out and submit a Leave Request Form
6. If food will be purchased on the field trip, it is preferable students carry that money in their pockets. If purchasing at a restaurant, make ample plans ahead of time to ensure a check is ready. Put a sticky note on the PO as to your leave time so the check is ready. Sometimes we have an account - ask Mrs. Stoudemire!
7. Transportation (if Charter Bus)
   1. Must fill out a Purchase Order (if you are using a company we have not used before, you must get a W-9 from the vendor). They must have insurance.
   2. Turn in Invoice and/or all other paperwork.
8. Be sure to put your CLUB ACCOUNT name on EVERY Purchase Order. Include the PURPOSE on each Purchase Order. If there is more than one person on Club account, all must sign.
9. Typing a PO is preferable. However, if you write it, PRINT only in BLACK ink.
10. Be certain to notify the Lunchroom about your field trip.

**CLUB Information**

We have received some updated information regarding club accounts.

1. Student Clubs are considered NON-PUBLIC accounts.
2. To make purchases, follow these procedures:
   1. The sponsor should fill out the PO
   2. DO NOT make purchases without a PO number. If you do and we receive an Invoice, you have made a donation to your club. Be careful about registering online as those websites often create an “instant invoice”.
   3. Be sure to include the name of your Club Account on the PO.
   4. Check the box indicating a Non-Public account.
   5. Be certain to fill out the PURPOSE section.
   6. Check the box of who will order from the PO (bookkeeper or teacher/sponsor)
   7. Include a sticky note as needed with additional information.
   8. You must attach Club Minutes for any expenditures. These minutes must include officer signatures. Club members may vote on multiple items at once; however, you must attach those minutes for each PO.
   9. Attach a list of students as applicable (t-shirt sales, registration dues, convention participants, etc…..we even have to do this for Honor Roll parties).
   10. The sponsor must sign every PO.
3. The sponsor must sign Invoices when they arrive or when items are picked up (i.e., receipts). This signifies permission to actually pay the bill.
4. The more information, the better.
5. Don’t forget to attach the Minutes (I know, I’ve said it again, redundancy….)

**Random Information**

1. If a Booster Club is paying for an expense (trips, substitutes, etc.), the Booster club will make payment to the applicable athletic account. Mrs. Stoudemire will then pay for those items. Booster checks are NOT to be sent to the Central Office.
2. If you hire a DJ (or other contracted service), we must fill out a contract. Mrs. Stoudemire and Mrs. Stockman have copies of the contract. This should be completed after approval and sent in conjunction with the Invoice.
   1. Purchase Order gives approval for the event.
   2. Contract gives parameters of the service.
   3. Invoice shows proof of completion. A sponsor signature shows permission to pay.
   4. A check makes everybody happy.
3. Fundraiser Forms were a BIG deal in the audit. A fundraiser form (located on the PJHS website) must be completed for any (ANY) activity that will make money. For example, t-shirt sales and school dances are considered “fundraisers”. The auditors require a Fundraiser form to be completed and approved before proceeding.