

Mounds View Public Schools Ends and Goals Regulation

EG-5115 Funding Non-Athletic Competitive Student Activities Beyond the State Level

Approval Procedures

1. The activity, student participant/s, anticipated expenses and faculty advisor/s must be approved by the Principal and the Director of Community Education in writing using Form EG-5115A – Request for Financial Support prior to beginning participation. The Request for Financial Support (Form EG 5115A) must be completed by the Advisor and submitted to the Principal and Director of Community Education immediately after the state competition along with a copy of the group’s qualifications from the sanctioning organization. Reimbursement will take place after the competition (see #5).
2. Form EG-3101 – Student Overnight Travel Outside the School District must also be completed by the Advisor and submitted for approval.
3. Form EG-4106-A - Volunteer Criminal Background Check must be completed for non-staff chaperons. Forms for those needing background checks should be submitted to the Director of Community Education.
4. The dollar amount that students, advisors, and chaperons will be reimbursed for registration, transportation, and lodging will be determined by the cost of the competition using the guidelines below. Tickets purchased with Frequent Flier miles are not eligible for reimbursement. There will be no reimbursement for food.

<u>Source of Funding</u>	<u>Students</u>	<u>Staff Advisors</u>	<u>Parent Advisor/Chaperons</u>
District	35%	100%	0%
Other	65%	0%	100%

5. The Post-Activity Expense Report and Request for Voucher for each participant (Form EG-5115B) must be approved by the Principal and Director of Community Education within one week of return or as quickly as possible after receipt of bills.

Adopted: June 22, 1987
 Revised: February 16, 1995
 Revised: March 2005