CONNECT KIDS TRANSPORTATION GRANT PROCEDURE

2019-20

LEAD CHAPERONE- WHAT TO DO PRIOR TO THE FIELD TRIP?

1. Contact NYS Parks at parkbusgrant@parks.ny.gov to determine if your field trip is eligible for funding at least 30 days prior to the date of the field trip.

2. Complete the online application at parks.ny.gov

3. Follow and complete Field Trip procedures per Board of Education Regulation 8460

4. Forward the following documents to the Office of School Leadership (OSL) via fax @ 851-3882 no less than 5 days from receipt of Connect Kids award notice
   a. The short term travel form must be completed, write Connect Kids on the top of the form
   b. Copy of Connect Kids Confirmed Application
   c. Original Connect Kids email award notice

5. Provide the clerk with all entrance, program and transportation fees include the who, what, where, why, and fees both adult and child.

6. OSL will email the school clerk the following;
   a. The approved short term travel form
   b. Connect Kids grant fund number

One the date of the field trip the lead chaperone must present a copy of all Connect Kids Confirmed Applications to a NYS Parks attendant for signature. Bring a copy of all purchase orders as proof of payment for all fees.

SCHOOL CLERK RESPONSIBILITES

7. OSL will contact IT to place the clerk on the online requisition account
   a. Allow three (3) days for IT to place the Clerk’s name on the account.

8. Create requisitions for each field trip vendor (bus, admission fee, program fee, pavilion/shelter) from information provided from the Lead Chaperone
   a. Separate line items are needed for child and adult admissions if amounts are different.
   b. Separate line item for the program fee

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c. Yellow Bus
   Use $45 per hour when calculating the amount of the First Student Bus. Calculate the number of hours from the time the bus leaves the garage to the time the bus returns to the garage.
   i. example- 2 buses x 5 hours x $45 = $450
   ii. yellow buses are available from 9:30-1:30 PM only
   iii. ALL yellow buses require a completed field trip form from the Transportation Dept. with purchase order number completed and submitted to fundedtrip@buffaloschools.org

d. Coach Buses
   i. Contact Jennifer LoTempio at jlotempio2buffaloschools.org for further direction.

9. Attach the approved short term student travel form, the NYS Parks email award letter and copy of Connect Kids confirmed application to each online requisition.

10. Print a copy of each purchase order and give to the lead chaperone to take with them on the field trip.

11. Within 30 days of completion of the field trip the Clerk will receive all receipts in MUNIS.

12. If a purchase order is not used, it is the responsibility of the school to cancel the purchase order through the Purchase Department.

ALL PURCHASES MUST HAVE A PURCHASE ORDER

LEAD CHAPERONE- WHAT TO DO AFTER THE FIELD TRIP?

13. Complete Section 3- Refund Request information on all Confirmed Applications and secure all receipts.

14. Within 30 days of completion of the field trip forward the following documents to parksbusgrant@parks.ny.gov and copy Marianne Dixon (mdixon@buffaloschools.org)
   a. Bus receipts
   b. Park entry fee receipts
   c. Park program receipts
   d. Receipts for any other approved Connect Kids expense

PLEASE NOTE: FIELD TRIP ORGANIZERS CANNOT ENGAGE WITH TRANSPORTATION COMPANIES OR PARKS TO NEGOTIATE OR PAY FOR FEES. THE CONNECT KIDS GRANT IS THE SOLE FUNDING SOURCE FOR CONNECT KIDS FIELD TRIPS. DO NOT USE PRIVATE FUNDS FOR FIELD TRIPS. DO NOT USE ANY OTHER SCHOOL OR DISTRICT FUNDING SOURCES FOR CONNECT KIDS FIELD TRIPS.

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