

# ENRICHMENT GRANT PROCESS FOR A FIELD TRIP

- STEP 1.** Teacher submits an enrichment grant proposal form for a field trip to LSHSA. The “field trip” it must comply with Ridgewood Board of Education (BOE) **Policy 2340**.
- STEP 2.** If LSHSA approves it, proceed to **STEP 3**.
- STEP 3.** Teacher obtains cost of transportation, admission fees, tickets, meals, etc.
- STEP 4.** Teacher and Principal work together to get the field trip on the Agenda for a BOE Regular Public Meeting. To do so, required documents (see Step 6) must be provided to the Ridgewood Public Schools Business Office by the Wednesday preceding the scheduled BOE Regular Public Meeting date.
- STEP 5.** For the 2018-2019 school year, the schedule of BOE Regular Public Meetings are set forth **here**.
- STEP 6.** Required forms include a **Gift/Donation Request Form** and a **Request for Field Trip Form**. Once both Forms are completed, including required signatures, the Forms are emailed or faxed to:

Jen Ulman, Assistant Board Secretary  
Ridgewood Public Schools Business Office  
Email: [julman@ridgewood.k12.nj.us](mailto:julman@ridgewood.k12.nj.us)  
Phone: 201-670-2700 x10531  
Fax: 201-639-7266
- STEP 7.** For Question No. 2 on the Gift/Donation Form, cost for tickets, food, transportation, etc. should be set forth individually. For example, the answer should say “\$200 for bus, \$50 for food and \$50 for tickets,” rather than “\$300”.
- STEP 8.** No checks are required to accompany the Forms sent to the Business Office.
- STEP 9.** If BOE approves the trip, proceed to **STEP 10**.
- STEP 10.** Teacher plans the trip.
- STEP 11.** Cost of tickets, admission fees, meals, etc. should be purchased ahead of time, if possible, by a LSHSA check made payable to the vendor. Teacher will contact the LSHSA Treasurer to secure the appropriate check. Or the vendor can bill the school and LSHSA will reimburse the school after the fact. According to BOE rule, teachers are not permitted to handle cash and checks cannot be made out to the teacher directly.
- STEP 12.** LSHSA is a tax-exempt organization. Please use the Form ST-5 to avoid paying sales tax, if payment is required. This Form can be provided to you upon request.
- STEP 13.** Based on the type of trip, Principal may require Teacher to have parents/students complete a **Student Behavior Rules Form** and/or an **Emergency Information Card**.

**THANK YOU FOR ENRICHING YOUR STUDENTS' LIVES.**



[www.LSHSAridgewood.org](http://www.LSHSAridgewood.org)

LSHSA / Education Center, 49 Cottage Place, Ridgewood NJ 07450

LSHSA IS A PRIVATELY FUNDED 501(c)(3) NON-PROFIT ASSOCIATION

# LEARNING SERVICES HOME & SCHOOL ASSOCIATION ENRICHMENT GRANT PROPOSAL FORM

YOUR NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CLASSROOM TYPE/THERAPY/POSITION: \_\_\_\_\_

PLEASE GIVE US A SHORT EXPLANATION OF YOUR TRIP/PROJECT/ACTIVITY:

*Please use an additional sheet if necessary*

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WHEN WILL THIS TRIP/PROJECT/ACTIVITY OCCUR? \_\_\_\_\_

HOW MANY STUDENTS WILL BENEFIT FROM THE TRIP/PROJECT/ACTIVITY? \_\_\_\_\_

WHEN DO YOU NEED FUNDS BY? \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

HAVE YOU REVIEWED YOUR PROPOSAL WITH THE SPECIAL PROGRAMS OFFICE?  Y  N

HAVE YOU REVIEWED YOUR PROPOSAL WITH YOUR SCHOOL'S PRINCIPAL?  Y  N

## PROPOSAL PROCESS:

Please scan and email completed form to **LSHSA@ridgewood.k12.nj.us**.

*You will receive an email when your application is received, along with a date your proposal will be voted on.  
You will receive an email notification within one week of that date regarding the funding decision for your proposal.  
Decisions are based on a vote of the LSHSA membership.  
Proposals are reviewed on a rolling basis throughout the school year.*

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
DATE

## QUESTIONS?

Contact Julie Hamon at merieliz@aol.com or 201-447-8902

