



## **Outdoor School Funding and Application: Frequently Asked Questions**

### **Q. What outdoor school programs are eligible for funding?**

- A. Based on input from the Outdoor School Advisory Committee, outdoor school is defined as:
- A minimum 3-day outdoor learning experience. A maximum of 6 days, 5 nights.
  - It does not require overnight, but can include overnight.
  - It must be consecutive days.
  - It must occur during the school year and during school hours.

### **Q. Can an individual school execute an Intergovernmental Agreement (IGA) with OSU?**

- A. No, Under Oregon Revised Statute 327.390, Oregon State can only award grants to a School District or an Education Service District (“district”). Individual schools will need to coordinate activities with the School District or Education Service District.

### **Q. Is the Intergovernmental Agreement (IGA) a fillable document or does the district handwrite the information?**

- A. The district handwrites the IGA.

### **Q. Does the district create their own Intergovernmental Agreement (IGA)?**

- A. No, the district will need to request an IGA from OSU.

### **Q. Is the Intergovernmental Agreement (IGA) for funding all year or just for this fall?**

- A. The IGA is for five years with a possible extension of an additional term of five years. Districts will apply for annual funding, and an annual Work Order will be issued to commit the funds for that specific school year.

### **Q. Can a district include a school outside their boundary?**

- A. No. Applications should only include schools within the boundaries of their district.

**Q. Can private schools or charters receive funding for an outdoor school experience?**

A. OSU is committed to providing an outdoor school experience to Oregon 5th and 6th graders within the funding allocations and requirements of the law. Based on ORS 327.390 and our understanding of the constitutional restrictions on the use of lottery funds, we will not be able to fund private schools' outdoor school activities to the private schools' students.

As public schools, charter schools are eligible for Outdoor School program funding. A charter school interested in applying for funds should contact their sponsoring school district or ESD to request inclusion in the district-wide application. Funding will flow through the school district to any applicable charter schools. All districts should ensure they have included any eligible charter schools who wish to participate in their overall application. The four state-sponsored charter schools are allowed to enter into an IGA directly with OSU.

**Q. What grade will be funded?**

A. Funding is legislatively allowed for 5<sup>th</sup> and 6<sup>th</sup> grade Oregon students. Districts/Schools are responsible to choose which grade will participate in their program. Some schools due to the size of class or convenience have chosen to apply for funding to support both classes participating biennially. Students will be funded once for the experience not both years of 5<sup>th</sup> and 6<sup>th</sup> grade.

**Q. When can a district expect to receive funding?**

A. Full funding will be dispersed from OSU upon the completion of all outdoor programs and receipt of the required documentation and reports.

**Q. Can districts “pay each other” for outdoor school experiences, rather than outdoor school camp facilities?**

A. The funding can only go to the school district or ESD that serves the schools within their district. The districts could contract with other districts to provide goods or services related to providing outdoor school, but that contract and transactions would be between the districts. The payment and reporting would still be the responsibility of the original district.

**Q. Will monies flow through the districts or directly to schools?**

A. The IGA is between OSU and either the ESD or school district, so funds will be dispersed to the district rather than the individual school. Reporting and distributing funds to schools are the responsibility of the district.

**Q. Regarding the Contact Person for the Intergovernmental Agreement (IGA), who do you see, or rather, what role/position should be the Contact Person? Will this be a person who is leading the project/program and is "hands-on," or, someone in the business office who handles fiscal/financial?**

A. We encourage the Contact Person on the IGA to be the lead person in the program, who will be available to both OSU and schools within the district to answer questions and resolve any issues that may arise.

**Q. Can Saturday or Sunday qualify for funding?**

A. If Saturday or Sunday are part the continuous period of the program it qualifies for funding. For example, if students stay Friday evening and return Saturday or leave on Sunday, it would fall within the school hour criteria. It counts as a day regardless of the time that the students leaves/arrives to/from outdoor school.

**Q. Is there money available for the district's overhead costs and administration?**

A. At this time, funds are not available for overhead and administration costs.

**Q. When can the school spend the funds?**

A. Funding can be spent for direct costs incurred during the approved school year. All outdoor school programs funded with state money must adhere to Oregon Department of Education, state, and federal law, policy and regulations governing public schools.

**Q. What funding can a school expect?**

A. Due to the limited funds and the anticipated volume of student participation, the actual awards will depend on the number of funding requests. The goal of OSU is to continue to fully fund program expenses. Districts can provide detailed information within the application, if a school would like the review team to consider specific needs for funding.

**Q. What type of reporting will be required?**

- A. Funds will be dispersed upon completion of district's outdoor school program and OSU's receipt of the following items:
1. An invoice detailing the final distribution of funds.
  2. A program report, which includes:
    - a). A copy of the daily agenda showing a breakdown of day-by-day activities or a copy of the outdoor school field study curriculum for each provider used including dates attended and
    - b). A complete report for each school providing the information detailed in the Outdoor School Reporting Requirements document available on the OSU Extension Outdoor School website.

Although OSU is not requiring a full accounting of expenses to support per-child costs prior to reimbursement at this time, OSU may request the district provide copies of receipts or other documentation for audit purposes at a later time consistent with the provisions of the agreement.

**Q. What if the school costs change after the funds are awarded?**

- A. The Outdoor School funding process is similar to a grant. Once funding award amounts are set and schools notified, costs that exceed the original budget are generally not allowable as there are limited funds available each year. There are only a couple of exceptions:
- a). More or fewer students attend than anticipated, so dollar per student would be the same but total dollars would increase or decrease to reflect more students; and
  - b). An unforeseen emergency or event, such as a fire or camp closure that would result in additional costs to reschedule or switch camps.

In either case, these are both limited to the total amount of funds available in the reserve account for each funding year.