

LOSFA Expenditure Pre-Approval Form

Use this form to obtain LOSFA program approval for the purchase of program-related materials as budgeted in each school's contract. Each form must be accompanied by a preliminary invoice or individually itemized list of expenses and a list of targeted students. Off-campus trips should also include an itinerary.

Request Date: _____

Requested by _____
(Name of school)

Funding Source Requested: LA GEAR UP

LOSFA Field Outreach Services

Proposed Date of Purchase: _____

Grade Level (s) 6th 7th 8th 9th 10th 11th 12th

School Name: _____

Principal: _____

District: _____

District Contact: _____

LOSFA/LGU OSSC: _____

School Phone: _____

Select **ONE** initiative per form.

Standard:

- Match & Fit Workshop LCAAM FLY Tour PBIS
- TOPS Retention/Check Leadership/Transition Programming
- FAFSA Completion Workshop/College Goal Sunday
- College Acceptance Day Professional Development
- College Access Clubs LOSFA/Trailblazer College Mentoring

Special:

- ACT/SAT/Standardized Test Prep Pre-AP/AP/IB Support
- Academic/Campus/Industry Visit Dual Enrollment/CLEP
- PBIS Program Tutoring Course Credit Recovery Business & Industry
- Academic/ELA/Math Support/Tutoring (LGU Only)

<i>Total of all Expenditures</i>	\$
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Vendor Information: Additional vendors may be included on an attachment.

Vendor Name: _____

Phone: _____

Vendor Contact Person: _____

Number of attached pages: _____

Preliminary Invoice Total: \$_____

Attach an itemized invoice or list that shows each proposed purchase, the cost and a subtotal that includes shipping, handling, and/or sales tax. Requests without itemized lists will not be reviewed.

Expenditure Type(s): Fee(s) Transportation

Meals/Snacks Materials/Supplies Incentive

Substitutes Other _____

Deliverables for **ELA/Math Tutoring/Course Credit Recovery or Other Academic Support/Tutoring** (*Special Initiative*)

- Test scores/grades prior to and after receiving the tutoring and/or credit recovery intervention
- Number of students attempting and successfully completing credit recovery courses, tutoring or other academic intervention
- Documented usage of technology/software through students sign-in/out sheets and activity reporting
- Student demographics (gender, grade level, race/ethnicity) merged with course grade data file.
- Completed FERPA forms

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **College Acceptance/Award Recognition Day** (*Standard Initiative*)

- Data files listing student names, colleges applied and colleges accepted to
- Award Ceremony Program
- Digital photos with captions
- Completed FERPA forms

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

<p>Standard:</p> <p><input type="checkbox"/> Match & Fit Workshop <input type="checkbox"/> LCAAM <input type="checkbox"/> FLY Tour <input type="checkbox"/> PBIS</p> <p><input type="checkbox"/> TOPS Retention/Check <input type="checkbox"/> Leadership/Transition Programming</p> <p><input type="checkbox"/> FAFSA Completion Workshop/College Goal Sunday</p> <p><input type="checkbox"/> College Acceptance Day <input type="checkbox"/> Professional Development</p> <p><input type="checkbox"/> College Access Clubs <input type="checkbox"/> LOSFA/Traillblazer Mentoring</p>	<p>Special:</p> <p><input type="checkbox"/> ACT/SAT/Standardized Test Prep <input type="checkbox"/> Pre-AP/AP/IB Support</p> <p><input type="checkbox"/> Academic/Campus/Industry Visit <input type="checkbox"/> Dual Enrollment/CLEP</p> <p><input type="checkbox"/> PBIS Program</p> <p><input type="checkbox"/> Tutoring <input type="checkbox"/> Course Credit Recovery <input type="checkbox"/> Business & Industry</p> <p><input type="checkbox"/> Academic/ELA/Math Support/Tutoring (LGU Only)</p>
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Deliverables for **Pre-Advanced Placement and Advanced Placement/ International Baccalaureate (AP/IB)** (Special Initiative)

- Total # Pre-AP/IB and/or AP/IB courses offered for each semester
- Total # of Pre-AP/IB and/or AP/IB students enrolled in current semester for each course offered
- End of Pre-AP/IB and/or AP/IB course grades
- Student Demographics (gender, grade level, race/ethnicity) merged with course grade data file
- Completed FERPA forms

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____
Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **ACT/SAT Prep/Standardized Testing Support** (Special Initiative)

- List of students enrolled in the ACT/SAT or Standardized Testing Program
- ACT/SAT Test scores prior to and after ACT/SAT prep intervention
- Completed FERPA forms

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____
Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **Dual Enrollment/CLEP Support** (Special Initiative)

- Number of CLEP or dual enrollment courses offered in current semester
- Number of CLEP or dual enrollment students enrolled in current semester for each course offered
- End of CLEP or dual enrollment course grades or equivalent measure
- Student Demographics (gender, grade level, race/ethnicity) merged with course grade data file
- Completed FERPA forms

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____
Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **Louisiana College Application and Access Month (LCAAM)** (Standard Initiative)

- Sign-in sheets
- Number of completed: college applications, FAFSAs, FSA IDs, employment applications, military applications, military searches and career searches
- Photos with captions of event
- Pre and post surveys (as requested)
- Completed FERPA forms

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____
Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **TOPS/FAFSA Financial Literacy Workshops, Cross Curricular College Access Activities, College Match & Fit Workshops** (Standard Initiative)

- Sign-in sheets
- FERPA forms (TOPS Check/Retention)
- Photos with caption of event.
- Pre- and/or post-surveys (as requested)

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____
Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **Leadership/Transition Programming, FLY Tour** (Standard Initiative)

- Sign-in sheets
- Photos with captions of event
- Registration forms (and parental consent forms if applicable)
- Pre- and/or post-surveys (as requested)
- Student media release forms (Conference)

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____
Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

<p>Standard:</p> <p><input type="checkbox"/> Match & Fit Workshop <input type="checkbox"/> LCAAM <input type="checkbox"/> FLY Tour <input type="checkbox"/> PBIS</p> <p><input type="checkbox"/> TOPS Retention/Check <input type="checkbox"/> Leadership/Transition Programming</p> <p><input type="checkbox"/> FAFSA Completion Workshop/College Goal Sunday</p> <p><input type="checkbox"/> College Acceptance Day <input type="checkbox"/> Professional Development</p> <p><input type="checkbox"/> College Access Clubs <input type="checkbox"/> LOSFA/Trailblazer Mentoring</p>	<p>Special:</p> <p><input type="checkbox"/> ACT/SAT/Standardized Test Prep <input type="checkbox"/> Pre-AP/AP/IB Support</p> <p><input type="checkbox"/> Academic/Campus/Industry Visit <input type="checkbox"/> Dual Enrollment/CLEP</p> <p><input type="checkbox"/> PBIS Program</p> <p><input type="checkbox"/> Tutoring <input type="checkbox"/> Course Credit Recovery <input type="checkbox"/> Business & Industry</p> <p><input type="checkbox"/> Academic/ELA/Math Support/Tutoring (LGU Only)</p>
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Deliverables for **Academic/Campus/Industry Visits, Leadership/Transition Programming** (*Standard, Special Initiative*)

- Student and Parent sign-in sheet(s)
- Field Trip Approval Form (along with this expenditure form)
- Pre and Post-Surveys (as requested)
- Photos with captions of event
- Student media release forms
- Lesson planning documents according to curriculum
- Agenda

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **Positive Behavior Support (PBS) Rewards** (*Special Initiative*)

- Sign-in sheet
- Digital Photo and Caption of activity
- If PBS is tied to another initiative, the deliverables for that initiative will supersede the PBS deliverables and should be submitted instead
- Completed FERPA forms

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **Positive Behavior Support (PBS) Prevention** (*Special Initiative*)

- Number of students receiving disciplinary referrals prior to and after PBIS Intervention (as applicable)
- Number of students receiving in-school suspensions prior to and after PBIS Intervention (as applicable)
- Number of students expelled prior to and after PBIS Intervention (as applicable)
- Rate of attendance prior to and after PBIS intervention (as applicable)
- Digital Photo and Caption of PBS awards ceremony or related activity
- Completed FERPA forms

Start Date: _____ End Date: _____

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **LOSFA/Trailblazer Mentoring** (*Standard Initiative*)

- Sign-in sheets for location/field visits
- Photos with captions of event

Start Date: _____ End Date: _____

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **College Access Clubs** (*Standard Initiative*)

- Sign-in sheets for location/field visits
- Tutoring or other support service deliverables as applicable

Start Date: _____ End Date: _____

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

Deliverables for **Business/Industry Component** (*Special Initiative*)

- List of students participating in initiative
- Sign-in sheets
- Photos with captions
- Completed FERPA forms

Start Date: _____ End Date: _____

Deliverables for this initiative will be delivered to LOSFA on or before: ____/____/____

Please indicate the individual(s) who will collect and submit deliverables for this initiative: _____

By signing below, I understand that this expenditure request is not fully authorized until signed by both the LOSFA Field Outreach Director and the LOSFA Field Outreach Personnel for the school requesting this expenditure.

Signatures for Approval:

(Principal) (Date)

(District Representative) (Date)

LOSFA Use Only Reviewed for allowability. LOSFA Field Outreach Personnel _____ Date: _____	LOSFA Use Only Reviewed and Approved. LOSFA Field Outreach Director _____ Date: _____
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FOR LOSFA USE ONLY

Approval Pending: _____

Reimbursement Requested

Actual Expenditure Amount \$ _____