



Tips for Completing the LOSFA Field Trip Approval Form:

- Complete the field trip approval form at least 30 days in advance.
- Include a target list of students, teachers, volunteers and parents.
- Include an agenda/itinerary.
- List estimated field trip costs on page 2 of the form (make sure an invoice is included with the expenditure pre-approval form).
- Make sure the entire field trip approval form has been completed.
- Make sure all appropriate signatures (both the school principal and district representative) have been obtained prior to submitting the form.
- Once the form and its supporting documentation are complete, email it to LFOSPreapprovals@la.gov. Make sure the expenditure pre-approval form and its necessary documentation are submitted as well.

Tips for Completing the LOSFA Pre-Approval Form:

- Select the correct initiative and make a note of the deliverables that will need to be submitted in Egnyte.
- Choose a deadline for submitting the deliverables to LOSFA and indicate the person responsible for collecting and submitting all necessary deliverables.
- Include an invoice or an individually itemized list of expenses.
- Include a target list of students for the initiative.
- Make sure the entire pre-approval form has been completed.
- Make sure all appropriate signatures (both the school principal and district representative) have been obtained prior to submitting the form.
- Once the form and its supporting documentation are complete, email it to LFOSPreapprovals@la.gov.
- If additional documentation is needed, appropriate LOSFA personnel will let you know. If the expenditure has been approved, you will receive an email with the signed approval. OSSC's should not spend any funds prior to receiving approval from LOSFA. Expenditures that do not follow this process will not be eligible for reimbursement.

Tips for Completing the LOSFA Sign-In Sheet:

- Delete all other sign-in sheets from your computer. The LFOS Activity Report: Sign-In Sheet (Revised 8/2016) is the only approved sign-in sheet for all LFOS initiatives.
- OSSC should complete the Event Information and Description of Event sections.
- The staffing section should be completed by event staff the day of the event. Names should be printed on the left line, and signatures should go on the right line. Additional volunteers can sign their names in the next section.
- All event attendees should sign-in. Names should be printed and legible. The activity type and participant type should be appropriately circled on each line.
- All sign-in sheets MUST include the first page for reporting purposes. Multiple copies of the second page can be made to accommodate all attendees.
- Copies of the sign-in sheet can be made in advance to save time. For example, if the OSSC is having a Match & Fit Workshop for 12th grade students, he or she can make copies of the form with the Activity and Participant Types pre-circled so all 12th grade attendees would only have to sign their names. Parents and volunteers could then sign-in and choose their appropriate participant type.
- At the end of each event, regional coordinators or designated LOSFA Personnel should receive copies of the sign-in sheets. OSSC's will then be responsible for submitting copies of all sign-in sheets in the appropriate sub-folders in Egnyte.