

2018-2019 REPORTING REQUIREMENTS

Prior to being reimbursed for the funds expended to implement their outdoor school program, each awarded district must submit a complete report to Oregon State University (OSU) Extension Service Outdoor School program. The final/complete report is composed of three parts:

- Fiscal information – submitted via an excel spreadsheet, which was emailed to the district on or around January 12, 2019 from outdoorschool@oregonstate.edu
- Programmatic information – submitted via a [Qualtrics Survey](#) (the survey link was also in the same January email as the excel report file) and can/should be exported as a .pdf file upon completion of the report.
- A .pdf copy of the schedule, agenda, or curriculum from the outdoor school attended by each school in the district. If all schools attended the same program, a single file is acceptable.

To submit your report, we ask the district to attach these three items to an email and send them to outdoorschool@oregonstate.edu for review and approval by the Outdoor School program team.

This document details the data requested so a district's outdoor school program lead can be prepared (or can prepare their team) to complete all parts of their final report.

What Fiscal Information is Required?

Funds are reimbursed based on *actual expenses* (in per-student dollars) up to the amount awarded in your district's Work Order. The district is required to report (using the Fiscal Report excel spreadsheet attached to the January 2019 email) for each of their schools the number of students (5th and/or 6th grade) who actually attended outdoor school, the number of days and nights of the program attended, and the *actual per-student costs* (even if those costs exceed or are less than the awarded amount) in each of the following categories:

- Outdoor School Provider Fees
- Unreimbursed Transportation Costs
- Personnel/Stipend Expenses
- Program Costs Incurred by School

For details of allowable expenses in each of these categories, please read the *Budget Categories and Fiscal Policies* document, which is available at outdoorschool.oregonstate.edu. Finally, should the school's fiscal information vary from that provided in the original application (which was also provided in the Fiscal Report file sent to the district), the Outdoor School program office requests that the school or district provide a brief explanation for variations from the original estimates.

Although the Outdoor School program does not presently require a full accounting of expenses to support per-student costs claimed, OSU may request the district provide copies of receipts or other documentation for audit purposes (consistent with the provisions of the Intergovernmental Agreement (IGA) with your district).

What Programmatic Information is Required?

To support the reimbursement process, and to meet [ORS327.390](#) requirements, OSU asks the awarded district to answer approximately 25 questions per school regarding each school's outdoor school experience. While the reporting mechanism for this portion of the report is a [Qualtrics Survey](#), the Outdoor School program team has developed a spreadsheet with these 25 questions and we recommend your district's outdoor school program lead use this spreadsheet (available at outdoorschool.oregonstate.edu) to gather the required information from the district's schools and/or providers prior to starting the on-line reporting process.

What other Documents are Required?

A complete Outdoor School report must also include a copy (.pdf format only) of the curriculum, schedule, or agenda from each outdoor school program attended by your district's students. The Outdoor School program team will require that the file name for this upload include the provider or program name, the school name, and the district name. For example:

2018-2019_Providername_schoolname_districtname.pdf

If more than one school within a district attends the same outdoor school program (with the same curriculum, schedule, or agenda) the district need only send one copy of that document, and include each school name in the file name, OR use "multipleschools" in the file name and write each school name on the front page of the document.

If you have questions, please contact outdoorschool@oregonstate.edu.