

2019-2020 REPORTING REQUIREMENTS

Prior to being reimbursed for the funds expended to implement their outdoor school program, each awarded district must complete Oregon State University (OSU) Extension Service Outdoor School program's on-line report form (link pending). The final/complete report is composed of 23 questions covering fiscal information, programmatic information, and an upload of the schedule, agenda, or curriculum from the outdoor school attended by each school.

What Information is Required in the Report?

To support the reimbursement process, and to meet [ORS327.390](#) requirements, OSU created an on-line application and reporting tool (LINK) that asks the awarded district to provide information regarding each school's outdoor school costs and experience. The on-line reporting process permits the district's "outdoor school program lead" to delegate the on-line completion of their school(s) report(s) by sending a link to a delegate requesting that he/she complete the appropriate portions of the school's on-line reporting form. In addition, the OSU Outdoor School program team created a spreadsheet with all of the questions asked on-line, which is available at outdoorschool.oregonstate.edu. The Outdoor School program team encourages your district's outdoor school program lead, if they do not delegate the task on-line, to use this spreadsheet to gather the required information from the district's schools and/or providers prior to starting the on-line reporting process.