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## MEMORANDUM

**TO:** County Superintendents

**FROM:** W. Clayton Burch, State Superintendent of Schools 

**DATE:** May 29, 2020

**RE:** Policy Waiver – WVBE Policy 1224.1

In accordance with the authority the West Virginia Board of Education (“WVBE”) granted to the State Superintendent of Schools at the WVBE’s meeting on April 8, 2020, I am approving a waiver to WVBE Policy 1224.1, *Accounting Procedures Manual for Public Schools in West Virginia*. Specifically, **with regards to school funds raised for class trips only**, I approve waiving the provision in Policy 1224.1, Section 1-18 which requires that all moneys received by the school “be expended for the benefit of the students at the school” and the provision in Policy 1224.1, Section 1-33 which requires that “under no circumstances should the monies in this sub-account of the General Fund be transferred to an entity or bank account outside of the school’s General Fund”

Many schools were forced to cancel school trips planned for this spring due to the travel restrictions from COVID-19. Several of these trips were planned for fifth and eighth graders who will be graduating to the next school at the end of the 2019-20 school year. These trips were funded in part through group fundraisers advertised as supporting the class trips for these specific groups of students.

This waiver will allow a county superintendent to approve one of the two alternate methods below for the use of school funds raised for these fifth and eighth grade class trips:

**Section 1-18 Waiver:** The funds will be retained at the original school that raised the funds and the original school will plan a trip for the students once travel is deemed safe, although the students will technically be students of a different school at the time of travel.

**Section 1-33 Waiver:** The funds will be transferred to the subsequent school that the students will attend, and the subsequent school will use the funds to plan a trip for the students sometime after travel is deemed safe.

I believe affording these waivers related to funds raised for class trips provides the flexibility needed to allow the students who raised the funds the ultimate benefit of their fundraising efforts.