

# Midway ISD

## Budget Procedures

### Guidelines For Use Of Post-District Budgets

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#### Post-District Competition Budgets

Operating Budgets for Athletics, Band, UIL, and other student activities should include costs for first-level competitions. “First-level” competitions are competitions that do not require some level of achievement prior to advancing.

Costs related to advanced competitions should not be included in Operating Budgets. Funds for “post-district” competitions are funded through various “*post-district*” budgets.

- Post-District Competition Budgets are established for Athletics, Fine Arts and for Academic competitions.
- Post-District budgets are used to cover additional costs for students in advanced competition levels.
  - The costs that will be covered include meals, travel, lodging, entry fees, etc.
  - Supplies, equipment and similar costs will only be covered if they can be specifically attributed to the advanced competition.

#### Requirements to Access Post-District Budgets

##### UIL Activities

For athletics, fine arts and any other activities competing in events under the University Interscholastic League, advancement past the “district” level of competition is required for use of post-district funds.

Post-District Travel forms do not need to be prepared for UIL Athletic activities. Athletic competition levels are very structured; the advancement to competitions and the costs of participating is clear for budgeting purposes without the Post-District Travel forms.

##### Non-UIL Activities

For student activities which compete in events sponsored by other groups (this includes, science fairs, robotics and other academic competitions, dance team, cheerleader teams, and similar activities), there must be an initial request to use post-district funds in the budget process.

- The primary purpose for the “Post-District” request is to establish an understanding with the campus principal, the student group and sponsor, and the Finance Department, that the student group intends to enter a competition and would like to be able to use post-district funds to cover the costs of advancing to the specified levels of competition.
- A second purpose is to establish a general estimate of the related costs.
- The request should be made on a Post-District Travel form.

The information included on the Post-District Travel form should be reasonably accurate; however, the purpose is simply to provide some estimated costs for planning purposes.

##### Invitational Events

Post-district budgets are not intended to fund costs related to performances, competitions, or similar events, which are attended based on generally unrestricted or open invitations to student teams or groups (this includes such things as “competitions” at amusement parks).

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The District may fund costs related to invitational events if the following requirements are met:

- The event must relate to an academic, fine arts, or athletic curriculum.
- Participation in the event must be of such a nature as to be considered an honor to the student group and to the District, or some recognition of outstanding achievement.
- The primary purpose of the trip must be for the performance and educational value to the student.

Such events include participation as a performing group at the TASB convention, performing at TMEA, national science fair or robotics competitions, and participation at the Midwestern Band and Orchestra Clinic.

In order to use post-district funds for invitational events, there should be a request through the post-district budget request process. Exceptions may be made in circumstances where the opportunity for participation was not known during the budget preparation process.

Post-district funds may be used to fund a portion of the costs. Generally that portion will be 33%, but may be higher depending on the availability of funds and the nature of the event. That portion will be determined in the budget process.

The request for post-district funding must include:

- A budget for the trip costs for students and District staff.
  - The trip budget must be reasonably prudent and in line with the educational benefits to the students.
- A description of the event, how it recognizes the achievements of students and how it will enhance the student program.
- A description of how funding will be provided for students, including funding for students with more limited economical means.