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MEMORANDUM

TO: High School High Tech Program Managers, Coordinators, and Finance Managers

FROM: Allison Chase, Vice President of Youth Programs

DATE: January 26, 2017

RE: New Guidelines for HSHT Trips and Tours

Trips and tours are allowable expenditures for HSHT funds and encouraged by the Able Trust. To insure funds are used in alignment with the intended goals and outcomes of the HSHT program, the following guidelines should be followed:

- All trips and tours should relate to the *Guideposts for Success*, HSHT program goals, and/or HSHT program deliverables (HSHT Memorandum of Agreement).
- End-of-the-year trips and other similar celebrations may include entertainment and social aspects, but must have a primary focus as described above.
- Documentation (HSHT Quarterly Reports) for trips and tours should describe the correlation to the *Guideposts for Success*, program goals, and deliverables; and include a description of pre- and post-activities for HSHT students.

The Able Trust will continue the practice of approving expenditures with the submission of quarterly finance reports and will use these guidelines when reviewing expenditures for HSHT trips and tours.