Florida Catholic Conference Accreditation Program
Visitation Handbook 2019

Contents

Getting Started

The FCC Accreditation office collaborates with the Diocesan Schools Office to arrange the visitation. The principal makes sure that the CIPA steering committees, domain committees, and EEP committee completed all of the self-study work. All website work is completed at least six weeks prior to the visitation.

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Purpose

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The purpose of the Accreditation Visitation is validation of the school's compliance with the benchmarks, based on evidence and validation of the action plan. The visitation team gives the school and the FCC Accreditation Committee feedback on these issues. The visitation takes place over two school days.

In order for the visitation to be beneficial for all parties involved, a professional atmosphere must be maintained. The visitation team members are representatives of the Florida Catholic Conference Accreditation Program. A team member's attitude, attire, and comments must be professional in all circumstances. Comments, suggestions, and recommendations should be as objective, as possible, based on best practices, evidence, and research. The team members are at the school in an official capacity to assist the FCCAP in its mission to help schools provide excellent Catholic education.

<div align="center">

Preparing for the Visitation

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The School

- Submits the CIPA work 2 months prior to the visitation
- Reviews collected evidence (electronic and hard copy) for validation of the benchmarks
- Communicates with the chairperson to set the date of the pre-visitation site visit or conference call
- Budgets for the travel, lodging, meals, and stipends of the visitation team (Mileage rate is based on the school's diocesan policy. Team member stipend is $175; Chairperson stipend is $350.)
- Makes lodging reservations for team members and consults with them regarding travel plans
- Sets up room for visitation team to use (privacy is important)

The Diocesan Schools Office

- Reviews all CIPA materials on http://eas-ed.accreditrac.com, contacting the school regarding any necessary changes
- Communicates with the visitation team chairperson prior to and during the visitation

The FCC Accreditation Office

- Communicates with the school and chairperson to set the visitation dates
- Assembles the visitation team members
- Provides orientations and trainings as needed

The Visitation Team

- Chairperson
  - Contacts Diocesan Schools Office about six weeks prior to the visit
  - Contacts the school administration to set the date of the pre-visitation conference call or site visit
  - Reviews all CIPA materials online
  - Holds pre-visitation conference call or site visit with the school
  - Contacts team members 3 weeks prior to the visit to give schedule and assignments
  - Creates the schedule for the visitation
  - Assigns benchmarks (all team members review the Academic Excellence benchmarks), classroom observations, meetings

- Team Members
  - Contact the school regarding travel arrangements. Review all CIPA materials and any information from the chairperson
  - Login on http://eas-ed.accreditrac.com
    - If this is the first time the team member has logged in on the site the generic password is the word "password"
    - If the visitor has the role of principal or school assistant on the website, the dashboard will have his or her own school's information
  - Click on the menu lines in the upper right-hand corner if the menu is not open on the left-hand side

Menu Lines
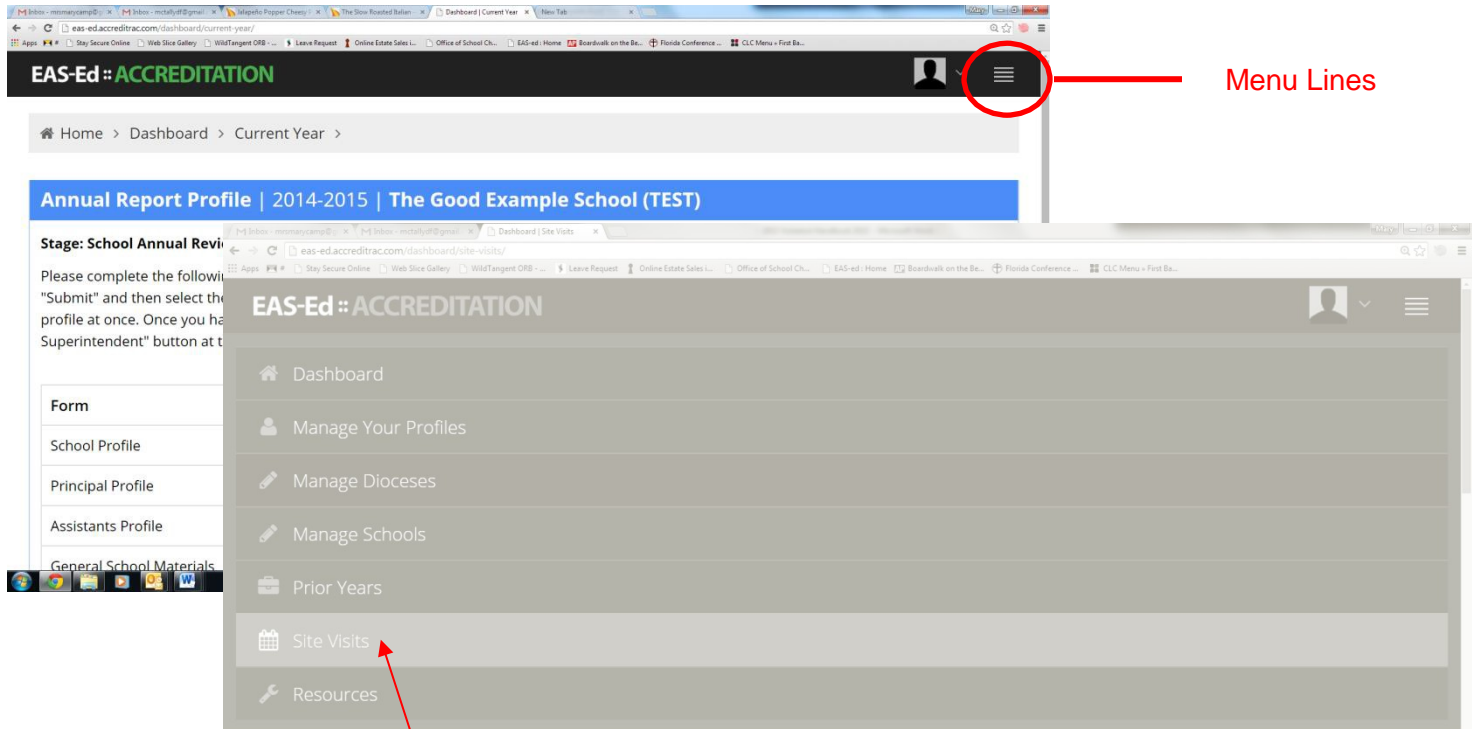
- Click on Site Visits
- Click on Review School to view all documents and work
- This opens the Annual Report Page for the School hosting the visitation
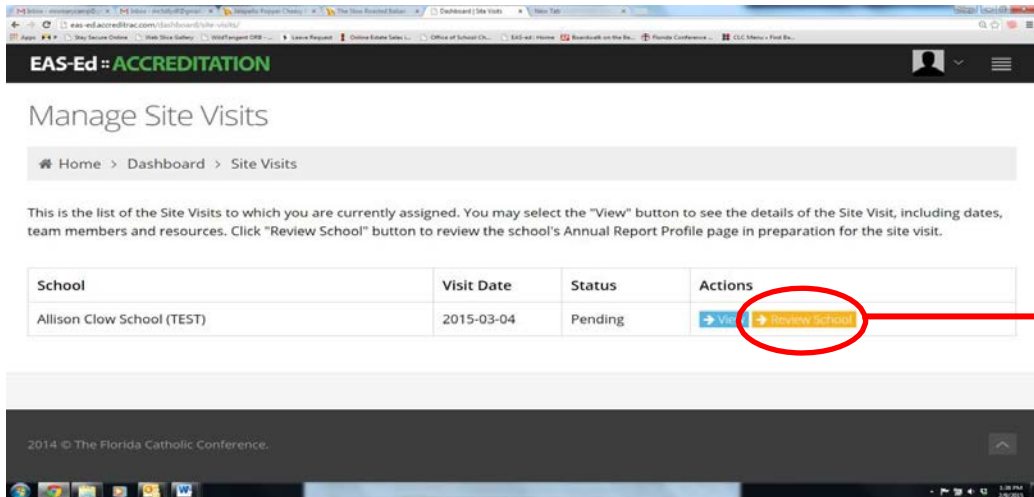
Click Review to view all CIPA work

- Click on Review on any line to see the information
- The profile pages have general information
- The Steering Committee Form and Domain Reports are the CIPA summary documents
- The ARCA contains the school ratings, evidence, and comments
- The EEP School Standards are specific to the PK4 and younger classrooms
- The ARCA and the EEP School Standards are the areas the team will use to validate the work of the school
- General attachments can be found at the bottom of the Annual Report page

Chairperson / Diocesan Schools Office Conference Call (6 weeks prior to the visit)

- The visitation team chairperson contacts the Diocesan Schools Office
- The CIPA materials and action plan are discussed
- Any concerns with benchmarks and action plans are discussed
- The chairperson seeks any clarification needed regarding diocesan policy and expectations
- The Diocesan Schools Office participation in the visitation is planned (conference call during the visit; attendance at the exit report)

Pre-visitation Conference Call or Site Visit

- After reviewing the CIPA materials (ARCA, EEP School Standards, evidence, and reports) and consulting with the Diocesan Schools Office, the chairperson holds a conference call or site visit with the school administration and steering committee chairpersons
- Points for discussion
  - Clarification on any CIPA materials
    - If more evidence is needed, it is requested
    - If there are concerns or questions about benchmark ratings, comments, and/or reports, it is stated (these will be reviewed in detail during the visit)

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- Facilities
  - Access throughout the facility
  - A copy of the most recent risk management report for the facility; someone available to answer facility questions during the visit
- Visitation Schedule
  - Arrival day and time
  - When to meet with pastor, staff, parents, students
  - Anything on the school calendar that impacts the visit
- Travel, lodging, and meals plan
  - The needs of each team member, when they are arriving and leaving
  - The meals that will be available at the school
  - The location of the hotel
  - Reimbursement
- Technology use/need
  - Any school devices available
  - Wifi / internet access
- Items needed
  - Map / Layout of the building(s) and grounds
  - Teachers' schedules; students' schedules
  - Staff list (with grade level and subject areas taught, certification, and catechist information)
  - Access to the buildings (keys, fobs)

The Visitation

Visitation Team

As stated in the beginning of this document, the purpose of the accreditation visitation is validation of the school's compliance with the benchmarks and validation of the action plan. To do this each team member is assigned a specific domain or area to thoroughly review. All team members are assigned the Academic Excellence Domain to review. Team members should be familiar with the school's work in all domains and areas. For the assigned domain, the team member must review each standard and benchmark:

- Review all of the evidence (electronic, hard copy, observable)
- Read all comments and reports
- Observe in classrooms
- Ask questions

Use the Domain Guidelines and FCC Benchmark Rubrics with Specific Evidence on the Resources tab to assist in the decision making. The team comment boxes may be used for notes. Make sure the final ratings and comments are agreed on by team consensus. The final comments should be clear and professional.

Team Responsibilities

- Review the CIPA documents and evidence (on the ARCA and EEP School Standards)
- Review each Domain Report and Steering Committee Report (on the Annual Report Page)
- Review the rating and evidence for each benchmark. Each team member is assigned specific Domains / Benchmarks to review. As a team, determine validation and comments/suggestions. Use the Domain Guidelines and FCC Benchmark Rubrics with Specific Evidence. Must have evidence of each phrase of the rubric.
- Team members are assigned classrooms to observe in order for every classroom to be

seen. Observations are 10 to 20 minutes to validate level of compliance with specific benchmarks:
- o Mission statement visible 1.4
- o Catholic Culture visible 2.6
- o Role Model 3.4
- o Supports faith life 4.5
- o Instruction allows students to become evaluators, problem solvers, decision makers 7.3
- o Instruction prepares students to be excellent users of technology 7.4
- o Instruction addresses affective dimensions and habits of mind 7.5
- o Instruction engages and motivates all students 7.6
- o Safety (exit maps, general) 14.4
- o Supervision 14.5

Use Observation Worksheets to keep track of findings for team discussion purposes

- Meet with pastor, administration, staff, students, and parents to validate level of compliance with specific benchmarks. (Possible questions are listed, but use any questions needed for clarification of specific benchmarks.)
- Review the Action Plan (at the bottom of the annual report page)
  - o Review each goal and the strategies.
  - o Each diocese determines the number of goals that its schools should have.
  - o As a team determine validation, comments, and recommendations.
- Team Meetings
  - o Discuss evidence
  - o Mark the level of compliance (consensus)
  - o Write comments (for the benchmarks with a different level, at a minimum)
  - o Prepare the exit report
- Review/Check Files (as part of Academic Excellence)
  - o If the diocese completed a recent file check, then do a random sampling of staff and student files
  - o If files have not been checked, then use the staff spreadsheet to check documentation and check student files in every grade
  - o See File Checks in the Resources
- Review Handbooks/Website
  - o Description of programs, services, and teacher qualifications
  - o Description of how to access grades or how/when quarterly report cards are distributed
  - o Policies for reporting suspected abuse and alleged misconduct (posted in the school)
  - o See Handbooks/Website in Resources
- Using the website
  - o Team members can be logged in and using the site at the same time
  - o Click on Review ARCA
  - o The front tab (first standard) of each domain is visible on the page (scroll down to see all of the domains)

o Click on the Comments tab next to the Benchmark Responses tab and on the Evidence tab to see if the school included any comments or evidence at the standard level.
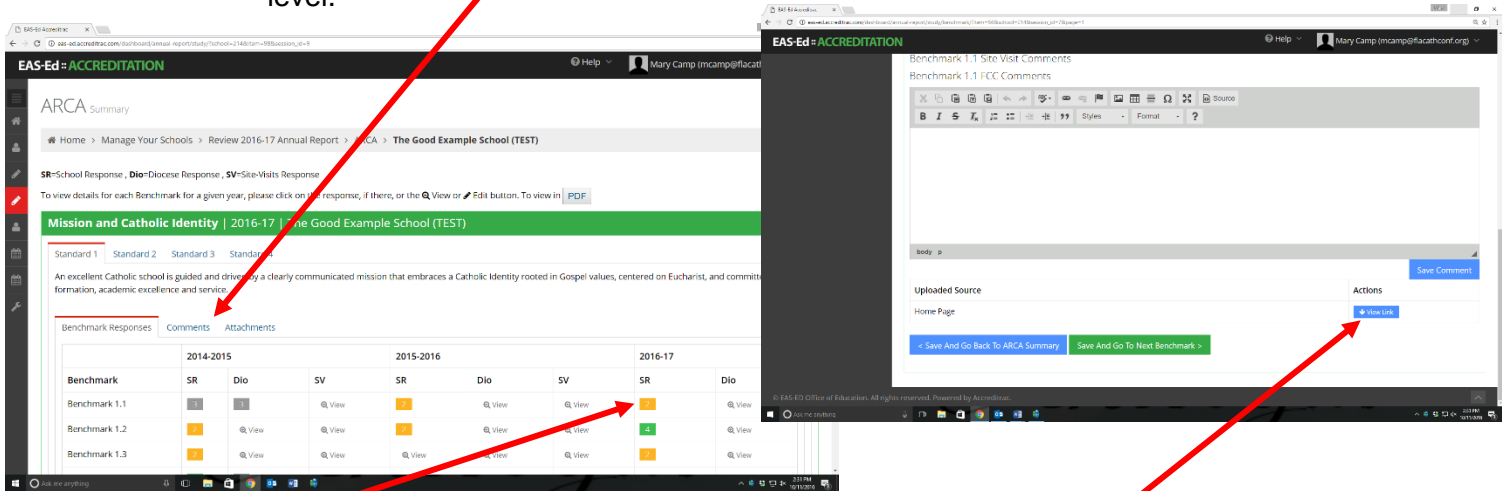
- Click edit or the rating on the benchmark to see the details (comments and/or evidence are located at the benchmark and/or standard level) Click on Download or View Link to view attached evidence
- After observing, reviewing school comments and evidence, indicate the level of compliance by clicking the appropriate button, click Save and Go to Next Benchmark to save the work
- Click in the Site Visit Comments box to make comments
- The team must comment on any benchmark with a level of compliance different from the school; other comments are optional, but helpful to the school
- All site work can be edited even after submission to the FCC Accreditation office
- Complete the Exit Report Power Point Template from the Resources Page
- Complete the Visitation Team Closing Report from the Resources Page (cut and paste from the PowerPoint and include anything else stated at the exit report)

Team Member Dos and Don'ts

- Do: Use time wisely, focusing on validating the benchmarks
- Don't spend too much time discussing things not related to the benchmarks
- Do: Be professional in attitude, attire, and comments
- Don't use the phrase "at my school"
- Do: Validate the benchmarks by reviewing and seeking evidence
- Don't give it a rubber stamp or act like it's a "gotcha" visit
- Do: Tour the school
- Don't plan a tour the night before the visitation
- Do: Smile, be friendly, and enjoy the visit

End of the Visitation / Summary Report

Toward the end of the visitation, the team members submit any receipts for travel, meals, and lodging. The school prepares reimbursement checks for these expenses along with the stipend for each team member. (Mileage rate is based on the school's diocesan policy. Team member stipend is $175; Chairperson stipend is $350.Team members and chairpersons do not have to complete W-9s, as they do not meet the $600 threshold.)

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The visitation team:
- Completes the Closing Report (Word) template. This Word document is emailed to the FCC accreditation office.
- Completes the Exit Report (PowerPoint) template. This PowerPoint is emailed to the FCC accreditation office.
- This PowerPoint is used to give a brief exit report at the end of the visit.
  - The chairperson reviews the Closing Report or Exit Report with the superintendent prior to presenting it to the school.
  - The team reviews this with the administration prior to presenting it to the school.
  - The audience of the exit report is determined by the diocese and school. It is a formal report to give the school first-hand feedback. (The school will see the final report after it is approved by the FCC accreditation committee.)

Any Questions Before, During, or After the Visitation, Please Contact

Mary Camp
Associate Director for Accreditation
Cell: 850-728-4272
850-224-7906
mcamp@flaccb.org

Allison Clow
Accreditation and Education Specialist
850-205-6822
aclow@flaccb.org

Post Visitation

Chairperson
The chairperson clicks Submit to Accreditation on the Annual Report page when the visitation is over **(must be completed no later than one week after the visitation).** The chairperson emails the Exit Report PowerPoint and Closing Report Word Document to the FCC accreditation office.

FCC Accreditation Office
- The FCC accreditation office staff will review the visitation materials and documentation, contacting the chairperson if there are questions.
- The FCC accreditation office staff will contact the Diocesan Schools Office to discuss the visitation materials and documentation.
- A recommendation will be made to the FCC Accreditation Committee regarding the accreditation status of the school.The FCC Accreditation Committee reviews all materials.
- Once approval is obtained, the school will receive notice and the new accreditation certificate.

Final Steps
After the visitation, the school administration will be contacted if any clarifying information is needed. Once the accreditation status has been approved, the school will receive the new accreditation certificate and directions regarding next steps. The next steps could include:

- Revision of the Action Plan
- Implementation of the Action Plan
- Update the Action Plan and complete a portion of the ARCA each year
- Specific work toward compliance with benchmarks
- Follow up conference calls and/or visits to validate compliance with benchmarks

Steering Committee Chairpersons/Principal Checklist

Materials Ready
- o Website work is complete
  - o Ratings complete for ARCA and EEP School Standards
  - o Evidence uploaded / linked
  - o Comments written
  - o Steering Committee Form complete and uploaded
  - o Domain A Report complete and uploaded
  - o Domain B Report complete and uploaded
  - o Domain C Report complete and uploaded
  - o Domain D Report complete and uploaded
  - o Action Plan complete and uploaded
  - o Superintendent approval
- o Any physical evidence is gathered
  - o Placed in visitation team workroom (where appropriate, some files will be viewed in place by team)
  - o Well labeled
- o Visitation team member folders are filled
  - o Map / layout of buildings and grounds
  - o Staff list (with grade level and subject areas taught, certification, and catechist information)
  - o Teacher schedules
  - o Name tags
  - o Visitor passes/keys/fobs

Lodging and Meals Ready
- o Hotel rooms reserved
- o List of restaurant recommendations for dinner
- o Breakfasts planned (on their own prior to coming to school; brought into school)
- o Lunches brought into the school both days

Personnel Ready
- o Meet with the pastor to review the visit protocol and determine where and when to meet with the team; Give him a copy of the possible questions
- o Meet with the staff to review the visitation protocol, expectations, and schedule
- o Select parents for meeting with the team: 4 to 6 parents with kids in various grades; Give them a copy of the possible questions
- o Select students for meeting with the team: two students in each grade from five through twelve; Give them a copy of the possible questions

Hospitality / Site Ready
- o Private workroom set up for the team to use
- o A space for the team to put their things
- o Technology is in place for the team to use; passwords available
- o Refreshments in the room (water, light snacks)
- o Directions on how to contact the office

Possible Schedule

Day 1

7:30 – Arrive at school, tour*
8:00 – Team Meeting
8:30 – Observations
10:30 – Team Meeting; Benchmark work
11:30 – Meet with administration
12:00 – Working lunch (with steering committee, if needed)
1:00 – Observations
1:45 – Meet with students
2:30 – Team Meeting; Benchmark work
3:00 – Meet with Faculty (in committees or as a group for clarification/validation of the process and benchmarks)
4:00 – Depart
6:00 – Working dinner

Day 2

7:45 – Arrive at school
8:00 – Meet with parents
8:45 – Observations
9:45 – Meet with pastor
10:30 – Team meeting; Benchmark work
12:00 – Working lunch; talk with superintendent
1:00 – Prepare exit report; finish benchmark work
2:00 – Meet with administration (and pastor)
3:00 – Exit Report
4:00 – Depart

* Please do not schedule the tour the day/night before the visitation. There is time to do this the first day. It should be a <u>very brief tour</u> of the facilities and grounds, just so the team knows where everything is. We do not schedule a dinner the night before the visit.

Sample Classroom Observation Checklist

Classroom:	Yes	No	Comments
1.4 Mission Statement Visible			
2.6 Catholic Culture Visible			
3.4 Role Model			
4.5 Evidence of supporting faith life			
7.3 Instruction allows students to become evaluators, problem solvers, decision makers			
7.4 Instruction prepares students to be excellent users of technology			
7.5 Instruction addresses affective dimensions & Habits of Mind			
7.6 Instruction engages and motivates all students			
14.4 Safety (exit maps, general)			
14.5 Supervision			
Types of student work/engagement; Types of instruction			

Possible Stakeholder Meeting Questions

Pastor
- How are you involved with the students, staff, and administrators (5.5)?
- Do you see Catholic identity, scripture, Catholic Tradition, and Catholic social teachings integrated into all subject areas (2.4, 2.5, 2.7)?
- How do you see the staff as role models for the students (3.4)?

Administration
- How is the mission statement used (1.2)?
- How often and by whom is the mission statement reviewed (1.3)?
- How do you communicate and work with the pastor (5.5)?
- Have you established networks of collaboration throughout the school community (6.4)?
- How is school-wide data used to plan for academic excellence (6.5)?

Parents
- Do you know the mission statement (1.5)? Can you explain it?
- Do you see all staff members as role models for your children (3.4)?
- How has the school assisted you in educating your children in the faith (4.2)?
- How has the school assisted you in growing in your own faith (4.3)?
- How have you been involved or invited to be involved in the service programs (4.4)?
- Do you see every staff member supporting the faith life of the school community (4.5)?
- How does the administration communicate with you and you with the administration (6.7)?
- How is student achievement data shared with you (8.2)?
- How have you been invited to be involved with the school, teachers, or students (9.1)?
- How are you given information regarding tuition and tuition assistance (10.7)?
- What one thing would you change, if you could change anything you wanted?
- When you think of your school, what one word comes to mind?

Students
- Do you know the mission statement (1.5)? Can you explain it?
- What can you tell us about the Christian service programs in your school (3.3)? Why do you do it?
- Are your teachers and other people on the staff role models for you (3.4)? How?
- How do you use technology in your classes (7.4)?
- What does your teacher do when you don't understand something (7.6)?
- What one thing would you change, if you could change anything you wanted?
- When you think of your school, what one word comes to mind?

Teachers
- Do you know the mission statement (1.5)? Can you explain it?
- How are Catholic identity, scripture, Catholic Tradition, and Catholic social teachings integrated into all subject areas (2.4, 2.5, 2.7)?
- How do you see yourself as a role model for the students (3.4)?
- Do you have vertical and horizontal team meetings (7.1)?
- Have you mapped any of the curriculum (7.1)?
- Do you have professional learning communities or data teams (7.7, 8.5)?
- What student data is used in planning and how is it used (8.1, 8.3)?
- What criteria is used to evaluate student work and how is it reported (8.4)?
- What one thing would you change, if you could change anything you wanted?
- When you think of your school, what one word comes to mind?

- Meet with personnel overseeing guidance, wellness, behavior, etc. to determine level of compliance for 9.2.

Team Member Summary Report Template

Domain A Team Member Summary Report for Name of School
In the Name of Diocese
Date

(To be completed and given to the chairperson during the visit.)

Team Member:

Any General Comments (optional)

Domain A – Mission and Catholic Identity
Validated strengths

Benchmarks the team gave a different rating

Recommendations

Domain C – Academic Excellence (from your perspective)
Validated strengths

Benchmarks the team gave a different rating

Recommendations

Any Stakeholder Feedback (not included above that you want to make sure is in the final report)

Action Plan (from your perspective)

Perceived strengths of the plan

Any recommendations

Domain B Team Member Summary Report for Name of School
In the Name of Diocese
Date

(To be completed and given to the chairperson during the visit.)

Team Member:

Any General Comments (optional)

Domain B – Governance and Leadership
Validated strengths

Benchmarks the team gave a different rating

Recommendations

Domain C – Academic Excellence (from your perspective)
Validated strengths

Benchmarks the team gave a different rating

Recommendations

Any Stakeholder Feedback (not included above that you want to make sure is in the final report)

Action Plan (from your perspective)

Perceived strengths of the plan

Any recommendations

Domain D Team Member Summary Report for Name of School
In the Name of Diocese
Date

(To be completed and given to the chairperson during the visit.)

Team Member:

Any General Comments (optional)

Domain D – Operational Vitality
Validated strengths

Benchmarks the team gave a different rating

Recommendations

Domain C – Academic Excellence (from your perspective)
Validated strengths

Benchmarks the team gave a different rating

Recommendations

Any Stakeholder Feedback (not included above that you want to make sure is in the final report)

Action Plan (from your perspective)

Perceived strengths of the plan

Any recommendations

EEP Team Member Summary Report for Name of School
In the Name of Diocese
Date

(To be completed and given to the chairperson during the visit.)

Team Member:

Any General Comments (optional)

EEP School Standards
Validated strengths

Benchmarks the team gave a different rating

Recommendations

Domain C – Academic Excellence (from your perspective)
Validated strengths

Benchmarks the team gave a different rating

Recommendations

Any Stakeholder Feedback (not included above that you want to make sure is in the final report)

Action Plan (from your perspective)

Perceived strengths of the plan

Any recommendations

Summary Report Template

Use Team Member Summary Reports (or input from team members to complete)

Summary Report for Name of School
In the Name of Diocese
Date

Chairperson:
Team Members:

Domain A – Mission and Catholic Identity
    Validated strengths

    Benchmarks the team gave a different rating

    Recommendations

Domain B – Governance and Leadership
    Validated strengths

    Benchmarks the team gave a different rating

    Recommendations

Domain C – Academic Excellence
    Validated strengths

    Benchmarks the team gave a different rating

    Recommendations

Domain D – Operational Vitality
    Validated strengths

    Benchmarks the team gave a different rating

    Recommendations

EEP School Standards
    Validated strengths

    Benchmarks the team gave a different rating

    Recommendations

Any Stakeholder Feedback (not included above)

One Word that Describes the School (list from Stakeholder Meetings)

Action Plan
    Perceived strengths of the plan

    Any recommendations

Chairperson Checklist
Diocesan Schools Office Conference Call (at least 6 weeks prior to the visit)

- o Action Plan: number of goals; other expectations
- o Does the diocese have a preference re: Preliminary Visit: onsite or conference call?
- o Will anyone from the diocese participate in the visitation (be at the exit report)?
- o Did diocese do a recent file check for the staff, students?
- o Any specific guidance from the diocese?
- o Any chairperson questions

Preliminary Visit (6 weeks prior to the visit)

- o Contact the principal to set up the preliminary visit conference call or site visit
- o Hotel for the visit
- o What is the plan for meals?
- o Where is the workroom?
- o Arrival time at the school on the first day of the visitation for a tour
- o Best day/time to meet wit:
  - o Pastor
  - o Administration
  - o Staff
  - o Parents
  - o Students
- o Teacher schedules
- o Any activities planned (Mass) that would affect the schedule
- o What technology will be available for team use
- o CIPA clarification questions
- o All documents ready for review
- o Team member folders (school will have items and the chair will have items)

Preparation for the Visit

- o Divide the work between team members
  - o Domain A
  - o Domain B
  - o Domain C (all team members)
  - o Domain D
  - o EEP School Standards
  - o Observations
- o Create a schedule

Contact the team members (email at least a month prior to the visit) and send

- o Schedule
- o Assignments
- o Time and place to meet
- o Reminder to check with the school regarding travel and lodging
- o Do's and Don'ts
- o Accessing the website

For the Team Member Folders

- o From the School
    - o Map / layout of buildings and grounds
    - o Staff list (with grade level and subject areas taught, certification, and catechist information)
    - o Teacher schedules and student schedules
    - o Name tags
    - o Visitor passes/keys/fobs
- o From the Chairperson
    - o Schedule
    - o Assignments
        - ▪ Observation notes sheet
        - ▪ Team member summary sheet
        - ▪ Possible questions for stakeholders
    - o Voucher Form

During the Visit / At the end of the Visit

- o All classrooms have been observed
- o All benchmarks have been validated
- o The action plan has been reviewed
- o The summary report has been prepared and reviewed with the superintendent
- o The exit report PowerPoint template has been completed
- o The summary report and the exit report have been emailed to the FCC accreditation office (within one week of the visit)
- o All notes/materials have been discarded
- o The Submit to Accreditation button has been clicked (within one week of the visit)

File Checks

If the diocese completed a file check for staff and students, recently, then do a random sampling. Otherwise, review all staff files and review at least 5 student files in each grade level.

- Each personnel file should include at least
  - Application
  - Employment history check (of all previous employers)
  - Level 2 background screening documentation
  - College Transcript
  - Certificate
  - BEC-PASS documentation
  - Catechist certificate/documentation
  - Ethics training documentation
  - Safe environment training certificate/documentation
  - Signed receipt of the staff handbook

- Students
  - Health files should include at least
    - DH 3040 form (health examination)
    - DH 680 form (immunization)
  - Cumulative files should include at least
    - Data: full name, birth date, address, parents' names, last school attended (name and location), date enrolled, date withdrew, graduation date
    - Copy of birth certificate
    - Attendance information for each year – number of days present and absent
    - Quarterly report cards and progress reports
    - Standardized test results

Handbooks/Website Review

- o Postings in the school
  - Duty to report abuse immediately, immunity from liability, duty to comply with investigations, include hotline number
  - Policies and procedures for reporting alleged misconduct of school personnel
- o Website (or provide in written format)
  - Programs
  - Services
  - Qualification of all classroom teachers
  - Policies and procedures for reporting alleged misconduct of school personnel
- o Handbooks
  - Parent
    - Description of process for notifying parents at least 30 days before a transfer of ownership occurs
    - Anti-discrimination statement that prohibits discrimination on the basis of race, color, or national origin
    - Explanation or description of programs, services, and qualifications of all classroom teachers
    - Description of how the school will communicate student progress on a quarterly basis
    - Policies and procedures for reporting alleged misconduct of school personnel
  - Staff
    - Fingerprinting and background screening requirements and results disqualifying the person from employment
    - Statement regarding the prohibiting of confidentiality agreements with personnel who end employment due to misconduct
    - Anti-discrimination statement that prohibits discrimination on the basis of race, color, or national origin
    - Duty to report abuse immediately, immunity from liability, duty to comply with investigations, include hotline number
    - Policies and procedures for reporting alleged misconduct of school personnel

Stipends and Travel Reimbursement

The school reimburses the visitation team members for any travel and lodging expenses incurred. The automobile mileage reimbursement rate used is the rate of the school's diocese. The school gives each team member an honorarium of $175 and the chairperson $350. Each team member completes a voucher form during the visitation and the school gives them a check before they leave. (Team members and chairpersons do not have to complete W-9s, as they do not meet the $600 threshold.)

Florida Catholic Conference
Voucher Form for Visitation Chairperson and Team Members

NAME _____

DATE _____

SCHOOL VISITED _____

TRAVEL:

CAR _____ (miles traveled)

PLANE _____

OTHER _____

MEALS _____ (Submit receipts)

HONORARIUM (In addition to reimbursement for travel, lodging, and meals, the school provides an honorarium to each team member as follows.)

Chairperson: $350.00
Team Member: $175.00

_____
(Signature of Team Member)