

## 2022-2023 Due Dates - for Documents that require Board Approval

Board Mtg Date	Issue Papers Due (Contracts, Agreements)	Fundraisers, Student Fees, Student Trips, Travel	Board Mtg Date	Issue Papers Due (Contracts, Agreements)	Fundraisers, Student Fees, Student Trips, Travel
July 11, 2022	July 1, 2022	June 24, 2022	January 9, 2023	December 20, 2022	December 13, 2022
August 1, 2022	July 22, 2022	July 15, 2022	February 6, 2023	January 27, 2023	January 20, 2023
September 12, 2022	September 2, 2022	August 26, 2022	March 6, 2023	February 24, 2023	February 17, 2023
October 3, 2022	September 23, 2022	September 16, 2022	April 10, 2023	March 24, 2023	March 17, 2023
November 7, 2022	October 28, 2022	October 21, 2022	May 1, 2023	April 21, 2023	April 14, 2023
December 5, 2022	November 22, 2022	November 15, 2022	June 5, 2023	May 26, 2023	May 19, 2023

*Send completed documents to:*

***No Issue Paper Needed When you Submit the Following Forms: (Use current forms found in the KCSB Policy Manual)***

Brandy Young CO	<b>School-Related Student Trip Form (09.36 AP.2) with Supporting Documents</b>
	<b>Submit:</b> Form 09.36 AP.2 - all four pages. Complete page 1, including nurse's initials, sponsor's initials and sponsor's signature. Complete the top half of page 2, check all boxes that apply to your trip request, and secure the principal's signature. Do not have the nurse sign page 2 prior to the trip. Complete page 3 and secure signatures.
	<b>Submit:</b> Student Fee Form - Activity Cost Form 09.15.AP.2 - Itemize the trip cost and student fee amount that you would like the board to approve. You only need to complete page 1 for School-Related Student Trip Fee Requests.
	<b>Submit:</b> Copy of contracts/agreements for the charter bus, airline, hotel, or venue that you would like the board to approve. Do not sign the contract/agreement without board approval. Note: If you have to sign any documents, it becomes contractual.
	<b>Submit:</b> Copy of Trip Itinerary
Brandy Young/CO	<b>School-Related Student Trips - Approved by the Principal (09.36 AP.21)</b>
Brandy Young CO	<b>Travel Authorization Request (03.125 AP.21)</b>
	<b>Submit:</b> Completed form for approval PRIOR to your travel to a conference or workshop. ESTIMATE expenses and secure principal/supervisor signature. This form is on our website under the Finance Dept tab.
Accounts Payable Finance Dept/CO	<b>School-wide Fundraising Requests (Redbook Form F-SA-2A) (Policy 09.33)</b>
	<b>Submit:</b> Form F-SA-2A for board approval PRIOR to your school-wide fundraising event.
Accounts Payable Finance Dept/CO	<b>Travel Authorization Request (03.125 AP.21) &amp; Mileage Reimb (03.125 AP.22)</b>
	<b>Submit:</b> Completed form with ACTUAL expenses you paid out of pocket. For approval AFTER you travel to a conference/workshop. Attach receipts, sign the form and send it in for reimbursement of your expenses.
Matt Wilhoite Student Engagement Coordinator/CO	<b>Student Fee Request Forms (09.125 AP.2)</b>
	Sponsor/coach completes the Activity Cost Form (page 2) for fees they would like to charge students who participate in non-instructional after school activities, clubs, or sports. Give completed form to the principal and SBDM for approval. (Note: Do not include "student trip/field trip" fees as they are submitted to Brandy with the Student Trip Request Forms listed above.)
Matt Wilhoite Student Engagement Coordinator/CO	<b>Facilities Use Contract (05.3 AP.1)</b>
	<b>Submit:</b> Three page contract with User's signature and principal's approval signature. If approved by Matt, he will submit to the board for approval. If approved by the board, Matt will sign and return the contract to you.

***Incomplete forms will be returned to you for completion. This may cause you to have to delay or reschedule your trip, fundraising or travel.***