

## 2024-2025 Due Dates - for Documents that require Board Approval

Board Mtg Date	Issue Papers Due (Contracts, Agreements)	Invoices, Fundraisers, Student Fees, Student Trips, Travel	Board Mtg Date	Issue Papers Due (Contracts, Agreements)	Invoices, Fundraisers, Student Fees, Student Trips, Travel
July 1, 2024	June 21, 2024	June 14, 2024	January 6, 2025	December 13, 2024	December 6, 2024
August 5, 2024	July 26, 2024	July 19, 2024	February 3, 2025	January 24, 2025	January 17, 2025
September 9, 2024	August 29, 2024	August 22, 2024	March 3, 2025	February 21, 2025	February 14, 2025
October 8, 2024 (Tues)	September 27, 2024	September 20, 2024	April 14, 2025	March 28, 2025	March 21, 2025
November 4, 2024	October 25, 2024	October 18, 2024	May 5, 2025	April 25, 2025	April 18, 2025
December 2, 2024	November 20, 2024	November 13, 2024	June 2, 2025	May 22, 2025	May 15, 2025

**Send completed documents to:**

Keisha Mitts CO	<b>School-Related Student Trip Form (09.36 AP.2) with Supporting Documents</b>
	<b>Submit:</b> Form 09.36 AP.2 - Complete pages 1-4, including nurse's initials on page 1, sponsor's initials and sponsor's signature. Check all boxes that apply to your trip request, and secure the principal's signature. Do not have the nurse sign page 4 prior to the trip.
	<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 Trip Itinerary
	<b>NOTE:</b> Contracts/Agreements for Charter Bus, Airline, Hotel or Venue must be approved by the Board <b>seperately</b> with an Issue Paper.
Keisha Mitts/CO	<b>School-Related Student Trips - Approved by the Principal (09.36 AP.21)</b>
Keisha Mitts CO	<b>Travel Authorization Request (03.125 AP.21)</b>
	<b>Submit:</b> Completed form for approval <b>PRIOR</b> to your <b>overnight</b> travel for 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 <b>PRIOR</b> 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 <b>AFTER</b> travel with <b>ACTUAL</b> expenses you paid out of pocket. Attach receipts (food receipts not needed), 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.**