

2023-2024 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 3, 2023	June 23, 2023	June 16, 2023	January 8, 2024	December 15, 2023	December 8, 2023
August 7, 2023	July 28, 2023	July 21, 2023	February 5, 2024	January 26, 2024	January 19, 2024
September 11, 2023	August 31, 2023	August 24, 2023	March 4, 2024	February 23, 2024	February 16, 2024
October 2, 2023	September 22, 2023	September 15, 2023	April 1, 2024	March 22, 2024	March 15, 2024
November 6, 2023	October 27, 2023	October 20, 2023	May 6, 2024	April 26, 2024	April 19, 2024
December 4, 2023	November 21, 2023	November 14, 2023	June 3, 2024	May 23, 2024	May 16, 2024

Send completed documents to:

Keisha Mitts CO	School-Related Student Trip Form (09.36 AP.2) with Supporting Documents
	Submit: 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.
	Submit: 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.
	Submit: Copy of Trip Itinerary
	NOTE: Contracts/Agreements for Charter Bus, Airline, Hotel or Venue must be approved by the Board seperately with an Issue Paper.
Keisha Mitts/CO	School-Related Student Trips - Approved by the Principal (09.36 AP.21)
Keisha Mitts CO	Travel Authorization Request (03.125 AP.21)
	Submit: Completed form for approval PRIOR to your overnight 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	School-wide Fundraising Requests (Redbook Form F-SA-2A) (Policy 09.33)
	Submit: Form F-SA-2A for board approval PRIOR to your school-wide fundraising event.
Accounts Payable Finance Dept/CO	Travel Authorization Request (03.125 AP.21) & Mileage Reimb (03.125 AP.22)
	Submit: Completed form AFTER travel with ACTUAL 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	Student Fee Request Forms (09.125 AP.2)
	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	Facilities Use Contract (05.3 AP.1)
	Submit: 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.