

## 2025-2026 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 7, 2025	June 27, 2025	June 20, 2025	January 5, 2026	December 12, 2025	December 5, 2025
August 4, 2025	July 25, 2025	July 18, 2025	February 2, 2026	January 23, 2026	January 16, 2026
September 8, 2025	August 28, 2025	August 21, 2025	March 2, 2026	February 20, 2026	February 13, 2026
October 6, 2025	September 26, 2025	September 19, 2025	April 7, 2026 (Tue)	March 20, 2026	March 13, 2026
November 3, 2025	October 24, 2025	October 17, 2025	May 4, 2026	April 24, 2026	April 17, 2026
December 1, 2025	November 20, 2025	November 13, 2025	June 1, 2026	May 21, 2026	May 14, 2026

**Send completed documents to:**

Amy Kennedy 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.
Amy Kennedy/CO	<b>School-Related Student Trips - Approved by the Principal (09.36 AP.21)</b>
Amy Kennedy 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.**