

## OVERNIGHT, OUT-OF-STATE OR OUT-OF-COUNTRY TRIP PLANNING GUIDE

| Step | Timeline                                | To Do                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Additional Notes/Approval/Links                                                                                                                                                                                                                                                                                                                                                                       |
|------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Six months prior to travel              | <b><i>Develop Concept</i></b> for trip including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Educational rationale</li> <li><input type="checkbox"/> Dates <input type="checkbox"/> # of students &amp; chaperones</li> <li><input type="checkbox"/> Domestic/international air travel considerations for undocumented students/chaperones</li> <li><input type="checkbox"/> Cost estimates (registration, lodging, transportation) Including individual student beds.</li> <li><input type="checkbox"/> Funding &amp; proposed fundraising activities.</li> </ul> Note: If any CTE funds are being used, CTE Director approval required before any additional planning. | <input type="checkbox"/> No form required, gather details prior to submitting form in Step 2.<br><input type="checkbox"/> If less than 10 student, two chaperones are required (e.g. 2:10, 2:20 3:30)<br><input type="checkbox"/> Do not purchase or reserve accommodations/tickets <b>or</b> send trip information to students/families until <b><i>Approval in Concept 2320F-2</i></b> is approved. |
| 2    | Six months prior to travel              | <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss <b><i>Developed Concept</i></b> with principal and make any revisions with principal input.</li> <li><input type="checkbox"/> Complete <b><i>Approval in Concept 2320F-2</i></b>; submit to principal for approval.</li> <li><input type="checkbox"/> If International Travel submit <b><i>Participant List for International Trips Form 2320F-6</i></b></li> </ul>                                                                                                                                                                                                                                                   | <input type="checkbox"/> <a href="#">Approval in Concept Form 2320F-2</a><br><input type="checkbox"/> <a href="#">Participant List for International Trips</a>                                                                                                                                                                                                                                        |
| 3    | Five months prior to travel             | <input type="checkbox"/> Submit <b><i>Approval in Concept Form 2320F-2</i></b> to the admin. assist of activities & athletics.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4    | Five months prior to travel             | <ul style="list-style-type: none"> <li><input type="checkbox"/> Once <b><i>Approval in Concept Form 2320F-2</i></b> is approved for planning, it will be returned.</li> <li><input type="checkbox"/> If the trip requires a contract (e.g. charter bus, facility use or rental agreement) contact admin. assist of activities &amp; athletics to start contract review process.</li> </ul>                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Copies of fully approved form to teacher/coach/advisor, principal, ASB bookkeeper.                                                                                                                                                                                                                                                                                           |
| 5    | Five months-three weeks prior to travel | <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with activity coordinator and ASB bookkeeper to set up an account for fund-raising and trip receipts.</li> <li><input type="checkbox"/> Reservations (travel, accommodation, etc.) may be made at this time.</li> <li><input type="checkbox"/> Secure chaperones.</li> </ul>                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> <a href="#">Fundraising Checklist &amp; Guidelines</a><br><input type="checkbox"/> Purchase orders should always be the first method of payment.<br><input type="checkbox"/> <a href="#">Chaperones must be BPS employees or approved volunteers.</a>                                                                                                                        |
| 6    | One month prior to travel               | <ul style="list-style-type: none"> <li><input type="checkbox"/> Send home <b><i>Student Trip Permission Form 2320F-5, Medication Request Form 2320F-7.</i></b></li> <li><input type="checkbox"/> If driving a district or personal vehicle submit <b><i>Driver Authorization Form 2320F-4</i></b> to risk management at the District Office.</li> <li><input type="checkbox"/> Gather <b><i>ALL</i></b> student participants forms with parent/guardian signatures.</li> </ul>                                                                                                                                                                                                                | <input type="checkbox"/> <a href="#">Student Trip Permission Form 2320F-5</a><br><input type="checkbox"/> <a href="#">Medication Request Form 2320F-7</a><br><input type="checkbox"/> <a href="#">Driver Authorization Form 2320F-4</a>                                                                                                                                                               |
| 6    | Three weeks prior to travel             | <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <b><i>Student Trip Request and Approval Form 2320F-3.</i></b></li> <li><input type="checkbox"/> Review any changes to original trip plan with principal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> <a href="#">Student Trip Request and Approval Form 2320F-3</a>                                                                                                                                                                                                                                                                                                               |

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|   |             | <input type="checkbox"/> If CTE funds are used, submit form to the admin. assist. of CTE for review and approval.<br><input type="checkbox"/> Submit form to the admin. assist. of activities & athletics.<br><input type="checkbox"/> Once final approval, the admin. assist. of activities & athletics at the District Office will return. | <input type="checkbox"/> Copies of fully approved form to teacher/coach/advisor, principal, ASB bookkeeper |
| 7 | Upon return | <input type="checkbox"/> Submit all receipts, itinerary, etc. to ASB bookkeeper.                                                                                                                                                                                                                                                             |                                                                                                            |