

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	Develop Concept for trip including: <ul style="list-style-type: none"> <input type="checkbox"/> Educational rationale <input type="checkbox"/> Dates <input type="checkbox"/> # of students & chaperones <input type="checkbox"/> Domestic/international air travel considerations for undocumented students/chaperones <input type="checkbox"/> Cost estimates (registration, lodging, transportation) Including individual student beds. <input type="checkbox"/> Funding & proposed fundraising activities. 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. <input type="checkbox"/> If less than 10 student, two chaperones are required (e.g. 2:10, 2:20 3:30) <input type="checkbox"/> Do not purchase or reserve accommodations/tickets or send trip information to students/families until Approval in Concept 2320F-2 is approved.
2	Six months prior to travel	<input type="checkbox"/> Discuss Developed Concept with principal and make any revisions with principal input. <input type="checkbox"/> Complete Approval in Concept 2320F-2 ; submit to principal for approval. <input type="checkbox"/> If International Travel submit Participant List for International Trips	<input type="checkbox"/> Approval in Concept Form 2320F-2
3	Five months prior to travel	<input type="checkbox"/> Submit Approval in Concept Form 2320F-2 to the admin. assist of activities & athletics.	
4	Five months prior to travel	<input type="checkbox"/> Once Approval in Concept Form 2320F-2 is approved for planning, it will be returned. <input type="checkbox"/> If the trip requires a contract (e.g. charter bus, facility use or rental agreement) contact admin. assist of activities & athletics to start contract review process.	<input type="checkbox"/> Copies of fully approved form to teacher/coach/advisor, principal, ASB bookkeeper.
5	Five months-three weeks prior to travel	<input type="checkbox"/> Work with activity coordinator and ASB bookkeeper to set up an account for fund-raising and trip receipts. <input type="checkbox"/> Reservations (travel, accommodation, etc.) may be made at this time. <input type="checkbox"/> Secure chaperones.	<input type="checkbox"/> Fundraising Checklist & Guidelines <input type="checkbox"/> Purchase orders should always be the first method of payment. <input type="checkbox"/> Chaperones must be BPS employees or approved volunteers.
6	One month prior to travel	<input type="checkbox"/> Send home Student Trip Permission Form 2320F-5, Medication Request Form 2320F-7 . <input type="checkbox"/> If driving a district or personal vehicle submit Driver Authorization Form 2320F-4 to risk management at the District Office.	<input type="checkbox"/> Student Trip Permission Form 2320F-5 <input type="checkbox"/> Medication Request Form 2320F-7 <input type="checkbox"/> Driver Authorization Form 2320F-4

		<input type="checkbox"/> Gather ALL student participants forms with parent/guardian signatures.	
6	Three weeks prior to travel	<input type="checkbox"/> Complete <i>Student Trip Request and Approval Form 2320F-3.</i> <input type="checkbox"/> Review any changes to original trip plan with principal. <input type="checkbox"/> If CTE funds are used, submit form to the admin. assist. of CTE for review and approval. <input type="checkbox"/> Submit form to the admin. assist of activities & athletics. <input type="checkbox"/> Once final approval, the admin. assist. of activities & athletics at the District Office will return.	<input type="checkbox"/> Student Trip Request and Approval Form 2320F-3 <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.	