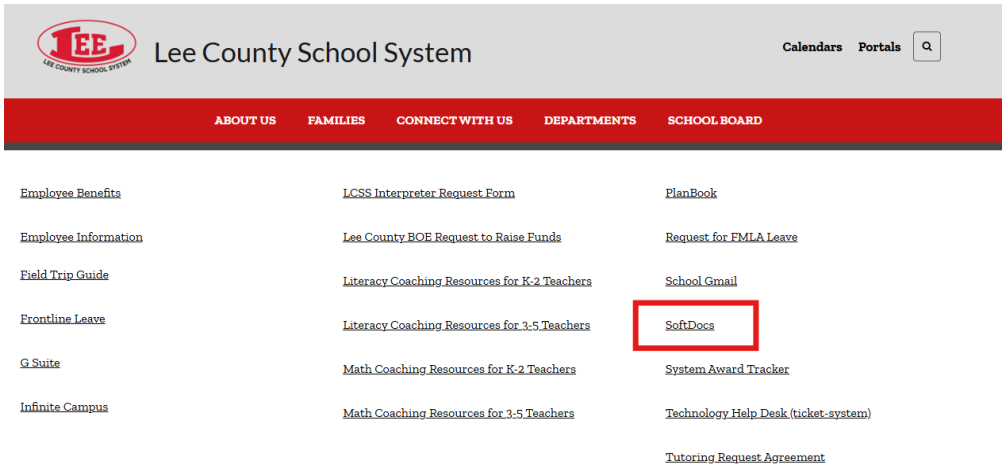
# ATHLETIC TRAVEL APPROVAL (For All Athletic Travel)

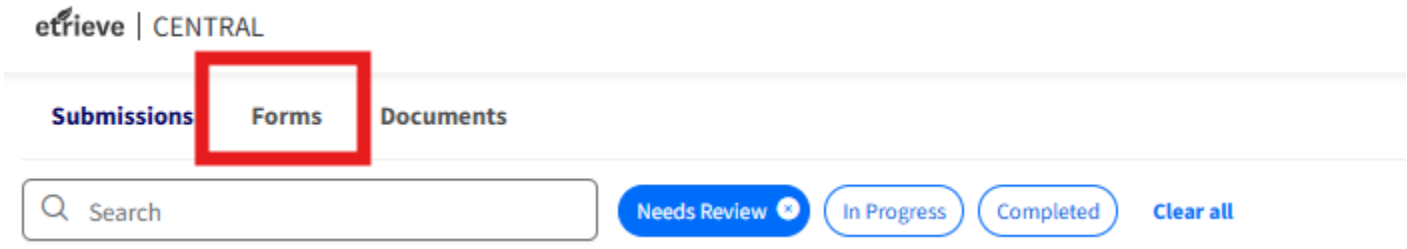
1. **NOTE: ALL approvals must be completed prior to the trip!**
    a. Out of State & Overnight Trips MUST BE Board Approved!
    b. Day Trips require AD & Principal Approval

2. **Log in to SoftDocs from the Employee Portal**

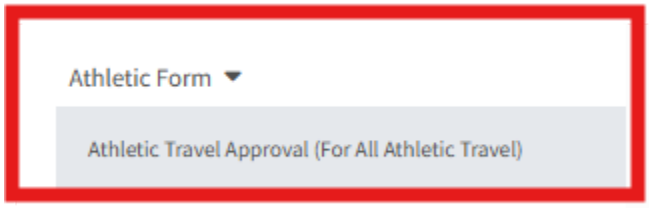



3. **Use your school email account and password (Gmail Account)**

4. **Go to Forms**

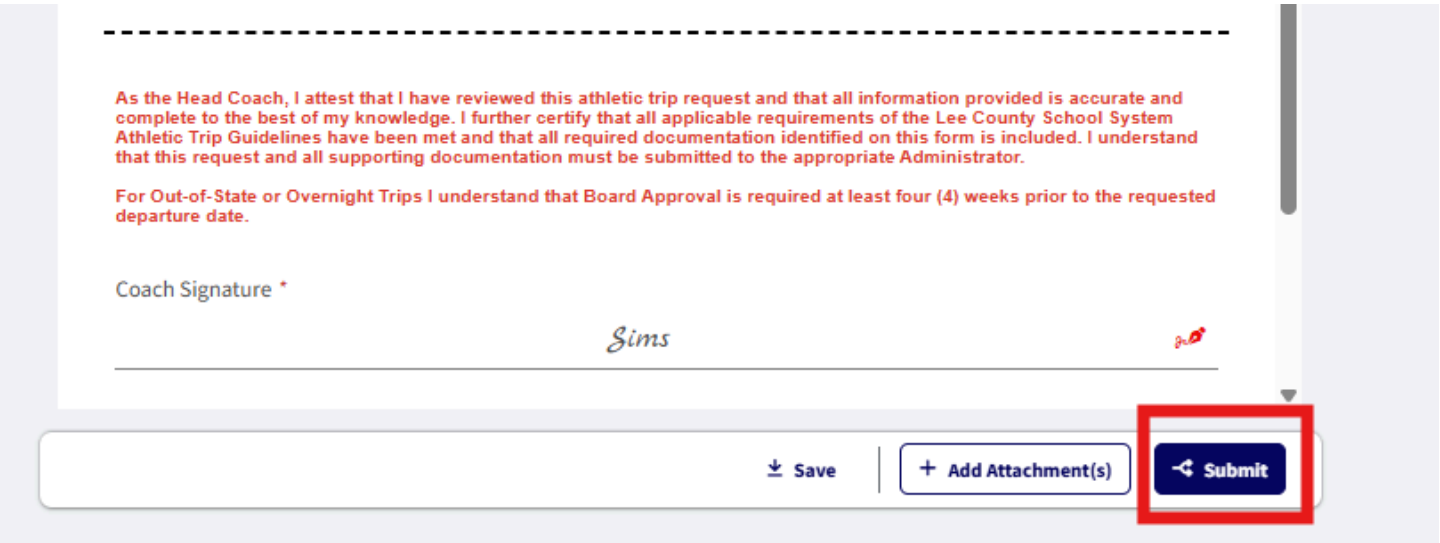



5. **Scroll Down to Field Trip Approval**

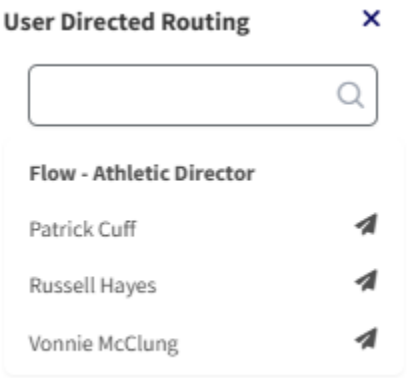


6. **Fill Out Every Part of Form**
    a. Input Requestor Last Name and First Name
    b. Input School Email Address
    c. Input Phone Number (Requestor)
    d. Input Sport
    e. Select School (drop-down menu)
    f. Check TYPE of Trip: Day Trip, Overnight Trip, Out-of-State Trip
    g. Check Type of Game: Region, Non-Region, Tournament, Playoffs
    h. Select Date of Request (the Date you are filling out the form)
    i. Input Requestor (Your Name)
    j. Input Team/Organization
    k. Input Destination(s) with addresses at times
    l. Select Departure Date
    m. Select Departure Time
    n. Select Return Date
    o. Select Return Time
    p. Agree (Checkbox) the emergency information card statement and professional leave statement.
    q. Input Organizing Coaches with Phone Numbers
    r. Input Other School Personnel Attending with Contact Numbers
    s. Input any Special Considerations
    t. Input the Total Number of Students attending
    u. Input the Total Number of Adults attending
    v. Select (Drop-down) if a Lift Bus is Needed
    w. Input the Number of Students in Wheelchairs
    x. Select (Drop-Down) Yes or No for use of a Lee County Bus
    y. Input the Number of Buses
    z. Input the Name of the Driver (Coach with CDL, requested bus driver, etc)
    aa. Select (Drop-Down) yes or no for Parent/Guardian Transportation use
    bb. If “aa” is yes, agree (checkbox) that each parent/guardian will only transport their own child.
    cc. For Overnight and/or Out-of-State Trips Only
        i. Select (Drop-down) whether written permission has been obtained.
        ii. Agree (checkbox) to all of the statements (13 statements)
    dd. Head Coach sign (Draw or Type) and agree (checkbox within Signature)
    ee. Attach any needed information before submitting (Itinerary, etc.)

7. **Submit to: Athletic Director**




   a. **Select the Athletic Director of YOUR School**




8. **Athletic Director**
   a. Look over the form, make sure all of the information is correct.
   b. Check for Itinerary
   c. Make sure the chaperone information and guidelines (ratios) is correct
   d. Make sure request timelines have been met
   e. Submit to: School Principal
      i. Click Submit (Same as pictured above)
      ii. Click on your School Principal (School of Athletes who are traveling/competing)

9. **Principal**
    a. Review and ensure all information is correct and attached/included
    b. Submit to: Select Submit and you will have two options.
        i. IF Overnight/Out-of-State →Senior Director of Secondary Leadership
            1. Select Kelli Duke
        ii. IF Day Trip → Bookkeeper
            1. Select your Bookkeeper (if this, skip down to #12)

10. **Senior Director of Leadership and Learning**
    a. Review and double check all info is included
    b. Submit to Superintendent Administrative Assistant
        i. Click Submit – and Select Jennifer Goode

11. **Superintendent Administrative Assistant**
    a. Present on Board Package
    b. If Board Approved, Send to School Bookkeeper
        i. Select Bookkeeper and Select the Specific Bookkeeper it goes to

12. **School Bookkeeper**
    a. Input Information STEMS, if Necessary and submit to Transportation Director

13. **Transportation Director**
    a. If approved, check information with that entered into STEMS
    b. Schedule and Finalize Arrangements