

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

Date	Activity	Approval Needed
	1. Develop concept for trip, including educational rationale, dates, supervision plan, destination and cost estimates. Begin process at least six months in advance of trip. <u>Submit Form 2320F-2 to principal.</u>	
	2. Discuss with principal and meet and talk with students and parents about the possibility of the trip.	
	3. Revise concept as necessary and create written proposal for <u>approval in concept.</u>	Principal approves and forwards to superintendent's designee.
	4. <i>Superintendent's designee</i> reviews proposal and asks for revision or clarification prior to proposal being approved.	
	5. As requested, attend meeting with superintendent's designee (with principal) to discuss proposal.	Superintendent's designee approves of <u>concept</u> , or denies with needed revisions, or denies
	6. Revise as necessary and resubmit through principal and superintendent's designee.	Superintendent's designee approves
	7. Create complete proposal including: <ul style="list-style-type: none"> ▪ Specific itinerary and activities for each day ▪ Supervision plan ▪ Housing and number of chaperones ▪ Transportation ▪ Cost and fund-raising plan 	
	8. Review plan with principal and revise as necessary.	Principal approves and forwards to superintendent's designee
	9. <i>Superintendent's designee</i> reviews proposal and asks for revision or clarification.	
	10. <i>School supervisor</i> sends copy of plan to Superintendent for information.	
	11. Work with Activity Coordinator and ASB Bookkeeper to set up account for fund-raising and trip receipts.	
	12. Notify principal if trip plans change from those originally proposed.	