

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, domestic or international air travel considerations for undocumented students/chaperones , 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.	