

**Out-of-State or Overnight School Trip Requests  
Deadline Planning Chart and Information**

If you plan to sponsor an out-of-state or overnight school trip between:	You must submit your request by the 15 <sup>th</sup> of the following months:	For approval by the Board of Education at their Regular Meeting which is the first Monday of:
September 1 –November 30	July	August
December 1–February 8	October	November
March 1-May 31	January	February
June 1-August 31	April	May

Please Note the Following Information Regarding  
Out-of-state or Overnight School Trips

1. All out-of-state or overnight school trips require Board approval.
2. Board approval will be sought at Regular Meetings, on the first Mondays of the following months: August, November, February and May.
3. Out-of-state or overnight school trip requests are due in the Office of the Superintendent on the 15<sup>th</sup> of July, October, January and April so that adequate time can be given for administrative approval and guidance if necessary. If the 15<sup>th</sup> of the month occurs on a weekend, please submit your request on the business day prior to the 15<sup>th</sup> of the month.
4. Three month intervals are grouped together so the Board of Education can see a comprehensive chart of all out-of-state or overnight school trips that will occur over this period of time rather than in isolation. This helps to reduce redundancy, avoid conflicts and assess the District and community's capacity to support the requested out-of-state or overnight school trip of the school district.
5. Contracts or agreements for out-of-state or overnight school trips should not be executed or distributed until after the Board approves these activities. Approving them one month in advance allows the requesting school group or organization to complete the necessary functions after Board approval but prior to out-of-state or overnight school trips.
6. Requests for unforeseen out-of-state or overnight school trips will be considered for approval by the Board at alternate times upon the approval of the Superintendent. Unforeseen means it could not have been reasonably known or predicted ahead of time. All other requests will comply with the timelines established in this regulation.

Revised: 12/9/2009