

**Out-of-State or Out-of-Country Trip Planning Guide**

<u>Date</u>	<u>Activity</u>	<u>Approval Needed</u>
	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 2075F-1</u> to principal.	
	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.
	4. Superintendent reviews proposal and may ask for revision or clarification prior to any decision.	
	5. As requested, attend meeting with principal to present proposal to Superintendent.	
	6. Revise any necessary and resubmit through principal and to Superintendent.	Superintendent must approve or proposal doesn't move forward.
	7. Create complete proposal including: ~ Specific itinerary and activities for each day ~ Supervision Plan ~ Housing and number of chaperones ~ Transportation ~ Cost and fundraising plan	
	8. Review plan with principal and revise as necessary.	Principal approves and forwards to Superintendent.
	9. Superintendent approves or denies	
	10. If the trip is approved work with Activity Director and/or Business Manager, set up account for fundraising and trip receipts.	
	11. Notify principal if trip plans change from those originally proposed.	