

2021-2022 Due Dates - for Documents that require Board Approval

Board Mtg Date	Issue Papers Due <small>(Contracts, Agreements)</small>	Fundraisers, Student Fees, Student Trips, Travel	Board Mtg Date	Issue Papers Due <small>(Contracts, Agreements)</small>	Fundraisers, Student Fees, Student Trips, Travel
July 5, 2021	June 25, 2021	June 18, 2021	January 3, 2022	December 17, 2021	December 10, 2021
August 2, 2021	July 23, 2021	July 16, 2021	February 7, 2022	January 28, 2022	January 21, 2022
September 13, 2021	September 3, 2021	August 25, 2021	March 7, 2022	February 25, 2022	February 18, 2022
October 4, 2021	September 24, 2021	September 17, 2021	April 4, 2022	March 25, 2022	March 18, 2022
November 1, 2021	October 22, 2021	October 15, 2021	May 2, 2022	April 22, 2022	April 8, 2022
December 6, 2021	November 23, 2021	November 16, 2021	June 6, 2022	May 27, 2022	May 20, 2022

*Send completed documents to: **No Issue Paper Needed When you Submit the Following Forms:** (Use current forms found in the KCSB Policy Manual)*

Barbara Higgins CO	School-Related Student Trip Form (09.36 AP.2) with Supporting Documents
	Submit: Form 09.36 AP.2 - all four pages. Complete page 1, including nurse's initials, sponsor's initials and sponsor's signature. Complete the top half of page 2, check all boxes that apply to your trip request, and secure the principal's signature. Do not have the nurse sign page 2 prior to the trip. Complete page 3 and secure signatures.
	Submit: Student Fee Form - Activity Cost Form 09.15.AP.2 - Itemize the trip cost and student fee amount that you would like the board to approve.
	Submit: Copy of contracts/agreements for the charter bus, airline, hotel, or venue that you would like the board to approve. Do not sign the contract/agreement without board approval. Note: If you have to sign any documents, it becomes contractual.
	Submit: Copy of Trip Itinerary
Barbara Higgins/CO	School-Related Student Trips - Approved by the Principal (09.36 AP.21)
Barbara Higgins CO	Travel Authorization Request (03.125 AP.21)
	Submit: Completed form for approval PRIOR to your travel to a conference or workshop. ESTIMATE expenses and secure principal/supervisor signature. This form is on our website under the Finance Dept tab.
Cristy Richardson Finance Dept/CO	School-wide Fundraising Requests (Redbook Form F-SA-2A) (Policy 09.33)
	Submit: Form F-SA-2A for board approval PRIOR to your school-wide fundraising event.
Misty Jones Finance Dept/CO	Travel Authorization Request (03.125 AP.21) & Mileage Reimb (03.125 AP.22)
	Submit: Completed form with ACTUAL expenses you paid out of pocket. For approval AFTER you travel to a conference/workshop. Attach receipts, sign the form and send it in for reimbursement of your expenses.
Matt Wilhoite Student Engagement Coordinator/CO	Student Fee Request Forms (09.125 AP.2)
	Sponsor/coach completes the Activity Cost Form (page 1) for fees they would like to charge students who participate in non-instructional after school activities, clubs, or sports. Give completed form to the principal and SBDM for approval. (Note: Do not include "student trip/field trip" fees as they are submitted to Barbara with the Student Trip Request Forms listed above.)
Matt Wilhoite Student Engagement Coordinator/CO	Facilities Use Contract (05.3 AP.1)
	Submit: Three page contract with User's signature and principal's approval signature. If approved by Matt, he will submit to the board for approval. If approved by the board, Matt will sign and return the contract to you.

Incomplete forms will be returned to you for completion. This may cause you to have to delay or reschedule your trip, fundraising or travel.