

2019-2020 Due Dates - for Documents that require Board Approval

Board Meeting Date	Issue Papers (Contracts, Agreements, etc.)	Fundraisers, Student Fees, Student Trips, Travel Authorizations
July 1, 2019	June 21, 2019	N/A
August 5, 2019	July 26, 2019	N/A
September 9, 2019	August 30, 2019	N/A
October 7, 2019	September 27, 2019	September 20, 2019
November 4, 2019	October 25, 2019	October 18, 2019
December 2, 2019	November 22, 2019	November 14, 2019
January 6, 2020	December 20, 2019	December 10, 2019
February 3, 2020	January 24, 2020	January 16, 2020
March 2, 2020	February 21, 2020	February 13, 2020
April 6, 2020	March 27, 2020	March 20, 2020
May 4, 2020	April 24, 2020	April 17, 2020
June 1, 2020	May 22, 2020	May 14, 2020

Send completed documents to:

Before submitting your documents to the contact person listed, please complete all documents in their entirety and secure all required signatures.

The CO contact person is collecting and processing documents from all schools and departments to compile one report for the board.

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

Barbara Higgins - CO	School-Related Student Trip Forms (09.36 AP.2)
	<i>Submit all 4 pages and the trip itinerary, AND if a student fee is requested, submit the Activity Cost Form (09.15 AP.2) with SBDM meeting date & principal approval signature</i> . Complete page 1 , including the nurse's initials, sponsors initials and sponsor's signature. Complete the top half of page 2, checking all boxes that apply to your trip request, and signatures.
Barbara Higgins - CO	Travel Authorization Request (03.125 AP.21)
	For approval PRIOR to your travel to a conference/workshop, complete the form and include ESTIMATED expenses.
Cristy Richardson - Finance Dept/CO	School-wide Fundraising Requests (Redbook Form F-SA-2A)
	Submit requests PRIOR to your schoolwide fundraising event.
Misty Jones - Finance Dept/CO	Travel Authorization Request & Mileage Reimb (03.125 AP.21 & 22)
	For approval AFTER you travel to a conference/workshop, complete the ACTUAL expenses section of your approved form, attach receipts, sign the form and send it in for reimbursement of expenses you paid out of pocket.
Matt Wilhoite - Student Engagement Coordinator/CO	Student Fee Request Forms (09.15 AP.2)
	<i>SBDM approval is required. Principal approval is required</i> . Principal shall submit the "Summary" page with completed/signed "Activity Cost" forms attached.