

## Timeline Worksheet for Field Trip Approval

*Directions: Start with Field Trip Date and work backwards in time to determine timeline.*

Class or Day Field Trip			Example for 2017-2018
<b>Field Trip Date</b>	<i>[determined by Sponsor]</i>	___ / ___ / ___	<b>03/02/18</b>
<i>District Approval Process</i>			
Submit app to Principal	- 2 school weeks (minimum) from trip date	___ / ___ / ___	02/16/18 (note mid-winter break)
Get ASB Approval and ASB Minutes to submit with app	<i>[set schedule, check w/ ASB Advisor/Officer]</i>	___ / ___ / ___	ASB mtg prior to 2/16/18
<i>Medical/Health Process with School Nurse</i>			
Submit Roster, Medical Info, Bus Info, etc. to Nurse	- 2 school weeks (minimum) from trip date	___ / ___ / ___	02/16/18 (note mid-winter break)
Notify and discuss trip with School Nurse	- 4 school weeks (minimum) from trip date	___ / ___ / ___	02/2/18 (note mid-winter break)

Overnight or Out of State Field Trip			Example for 2017-2018
<b>Field Trip Date of Departure</b>	<i>[determined by Sponsor]</i>	___ / ___ / ___	<b>11/03/17</b>
<b>Intended School Board Meeting (for approval)</b>	<i>[set schedule, check w/ School Board]</i>	___ / ___ / ___	<b>10/17/17</b>
<i>District Approval Process</i>			
Receive Notification of Approval, OK to spend \$	+ 1 school week (maximum) from SB Meeting	___ / ___ / ___	10/24/17
School Board Meeting held, trip reviewed	<i>[set schedule, check district website]</i>	___ / ___ / ___	10/17/17
Submit app to Dept of Athletics & Activities	- 2 school weeks (minimum) from SB Meeting	___ / ___ / ___	10/03/17
Submit app to Principal	- 4 school weeks (minimum) from SB Meeting	___ / ___ / ___	09/19/17
Get ASB Approval and ASB Minutes to submit with app	<i>[set schedule, check w/ ASB Advisor/Officer]</i>	___ / ___ / ___	ASB mtg prior to 9/19/17
<i>Medical/Health Process with School Nurse</i>			
Submit student Emergency Health Forms to Nurse	- 2 school weeks (minimum) from trip date	___ / ___ / ___	10/20/17
Submit Roster, Medical Info and Bus Info due to Nurse	- 6 school weeks (minimum) from trip date	___ / ___ / ___	09/22/17
Notify and discuss field trip with Nurse	- 8 school weeks (minimum) from trip date	___ / ___ / ___	09/08/17

International Field Trip			Example for 2017-2018
<b>Field Trip Date of Departure</b>	<i>[determined by Sponsor]</i>	___ / ___ / ___	<b>05/14/18</b>
<b>Intended School Board Meeting (for approval)</b>	<i>[set schedule, check w/ School Board]</i>	___ / ___ / ___	<b>01/02/18</b>
<i>District Approval Process</i>			
Receive Notification of Approval, OK to spend \$	+ 1 school week (maximum) from SB Meeting	___ / ___ / ___	01/09/18
School Board Meeting held, trip reviewed	<i>[set schedule, check district website]</i>	___ / ___ / ___	01/02/18
Submit app to Dept of Athletics & Activities	- 8 school weeks (minimum) from SB Meeting	___ / ___ / ___	10/24/17 (note winter break)
Submit app to Principal	- 12 school weeks (minimum) from SB Meeting	___ / ___ / ___	09/26/17 (note winter break)
Get ASB Approval and ASB Minutes to submit with app	<i>[set schedule, check w/ ASB Advisor/Officer]</i>	___ / ___ / ___	ASB mtg prior to 9/26/17
<i>Medical/Health Process with School Nurse</i>			
Submit student Emergency Health Forms to Nurse	- 2 school weeks (minimum) from trip date	___ / ___ / ___	04/30/18
Submit Roster, Medical Info and Bus Info due to Nurse	- 6 school weeks (minimum) from trip date	___ / ___ / ___	03/26/18 (note spring break)
Notify and discuss field trip with Nurse	- 8 school weeks (minimum) from trip date	___ / ___ / ___	03/12/18