

2020-2021 Due Dates - for Documents that require Board Approval

Board Mtg Date	Issue Papers Due (Contracts, Agreements)	Fundraisers, Student Fees, Student Trips, Travel	Board Mtg Date	Issue Papers Due (Contracts, Agreements)	Fundraisers, Student Fees, Student Trips, Travel
July 6, 2020	June 26, 2020	June 19, 2020	January 4, 2021	December 18, 2020	December 11, 2020
August 3, 2020	July 24, 2020	July 17, 2020	February 1, 2021	January 22, 2021	January 14, 2021
September 14, 2020	September 4, 2020	August 28, 2020	March 1, 2021	February 19, 2021	February 11, 2021
October 5, 2020	September 25, 2020	September 18, 2020	April 5, 2021	March 26, 2021	March 19, 2021
November 2, 2020	October 23, 2020	October 16, 2020	May 3, 2021	April 23, 2021	April 9, 2021
December 7, 2020	November 25, 2020	November 18, 2020	June 7, 2021	May 28, 2021	May 21, 2021

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.