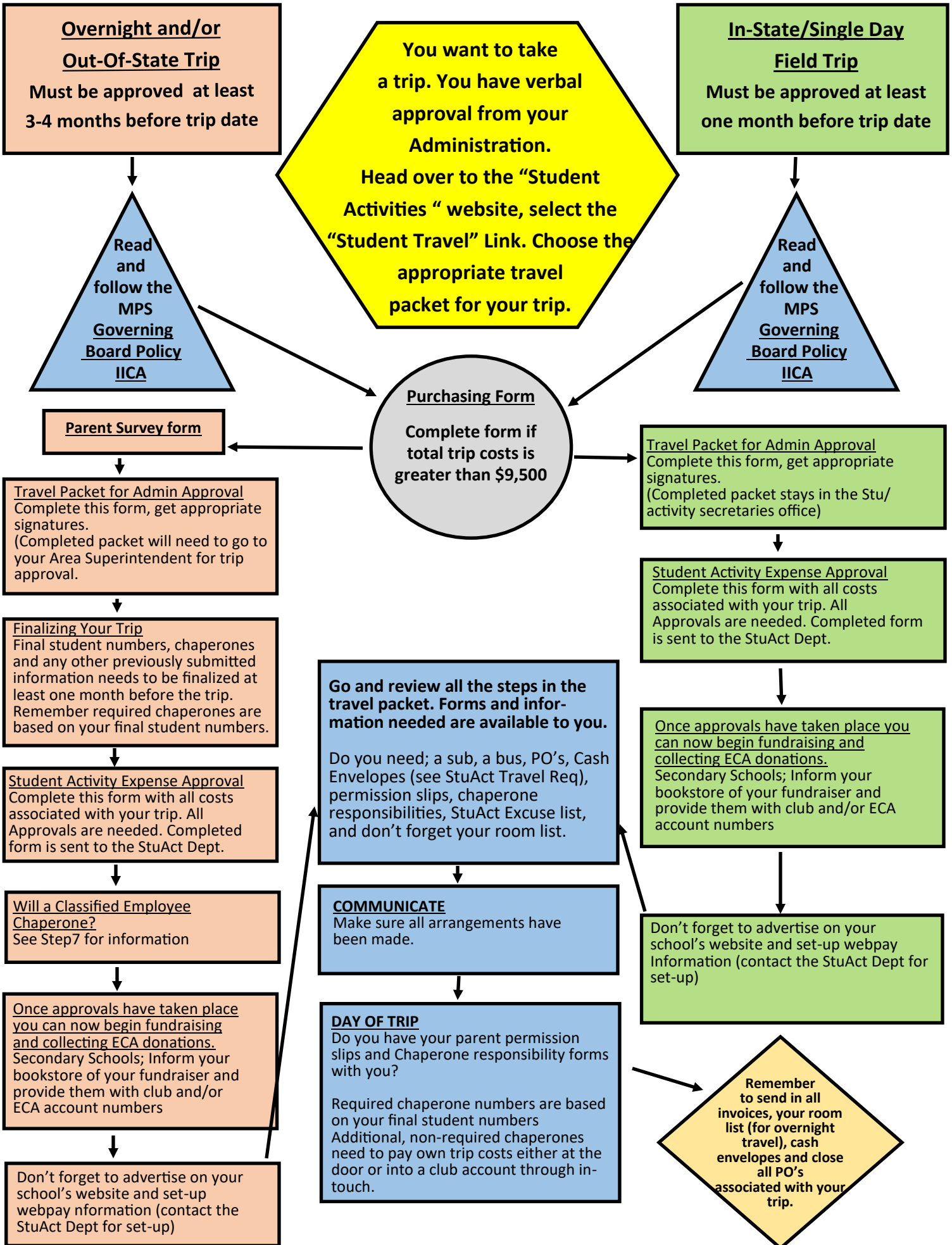


# Optional Student Travel Flow Chart



**Overnight and/or Out-Of-State Trip**

Must be approved at least 3-4 months before trip date

Read and follow the MPS Governing Board Policy IICA

**Parent Survey form**

**Travel Packet for Admin Approval**  
Complete this form, get appropriate signatures. (Completed packet will need to go to your Area Superintendent for trip approval.)

**Finalizing Your Trip**  
Final student numbers, chaperones and any other previously submitted information needs to be finalized at least one month before the trip. Remember required chaperones are based on your final student numbers.

**Student Activity Expense Approval**  
Complete this form with all costs associated with your trip. All Approvals are needed. Completed form is sent to the StuAct Dept.

**Will a Classified Employee Chaperone?**  
See Step7 for information

**Once approvals have taken place you can now begin fundraising and collecting ECA donations.**  
Secondary Schools; Inform your bookstore of your fundraiser and provide them with club and/or ECA account numbers

Don't forget to advertise on your school's website and set-up webpay nformation (contact the StuAct Dept for set-up)

You want to take a trip. You have verbal approval from your Administration. Head over to the "Student Activities" website, select the "Student Travel" Link. Choose the appropriate travel packet for your trip.

**Purchasing Form**

Complete form if total trip costs is greater than \$9,500

**Travel Packet for Admin Approval**  
Complete this form, get appropriate signatures. (Completed packet stays in the Stu/activity secretaries office)

**Student Activity Expense Approval**  
Complete this form with all costs associated with your trip. All Approvals are needed. Completed form is sent to the StuAct Dept.

**Once approvals have taken place you can now begin fundraising and collecting ECA donations.**  
Secondary Schools; Inform your bookstore of your fundraiser and provide them with club and/or ECA account numbers

Don't forget to advertise on your school's website and set-up webpay Information (contact the StuAct Dept for set-up)

**Go and review all the steps in the travel packet. Forms and information needed are available to you.**

Do you need; a sub, a bus, PO's, Cash Envelopes (see StuAct Travel Req), permission slips, chaperone responsibilities, StuAct Excuse list, and don't forget your room list.

**COMMUNICATE**  
Make sure all arrangements have been made.

**DAY OF TRIP**  
Do you have your parent permission slips and Chaperone responsibility forms with you?  
  
Required chaperone numbers are based on your final student numbers  
Additional, non-required chaperones need to pay own trip costs either at the door or into a club account through in-touch.

**Remember to send in all invoices, your room list (for overnight travel), cash envelopes and close all PO's associated with your trip.**