



**COLLEGE READY.
CAREER READY.
LIFE READY.**

BOARD OF EDUCATION

Jorge E. Diaz, *Superintendent*

ADDITIONAL FIELD TRIPS APPROVAL - PROCEDURES

As you know the district currently approves field trips and the related transportation (bid) twice a year (Fall and Spring). As additional unforeseen opportunities come up during the school year, they must have the approval of the Superintendent and the Board of Education **prior** to the trip. Approvals for these additional trips will depend on the intended purpose, budget funds available, and compliance with transportation purchasing regulations. Since a Board meeting is required for approval, timelines are extremely important. Requests should be sent as soon as the opportunity becomes known. If the event requires a transportation Bid the process will add at least a month to the approval.

Please use the following process to gain approval for any Additional Field Trip(s) outside of the Fall and Spring approvals:

- Complete the “Additional Field Trip” request form in its entirety and forward to the Business Office (Mr. Howe’s Attention) as soon as possible.
- Correspondence detailing the event needs to be attached to the request.
- If transportation is needed please submit a quotation with the request. A second quotation will be required when the district cumulatively spends \$3,000.00. If you wish to request use of the district bus, please fill out and submit a “District Bus Request for Use” form (attached) along with your Additional Field Trip Request.
- The Business Administrator after review of the request for accuracy will seek the approval of the Superintendent.
- Upon Approval of the Superintendent the request will be put on the next Board Agenda for final approval.
- The Administrator will be notified after the Board of Education approves or does not approve the request.
- A Purchase Order will be issued upon receipt of a requisitions should the trip require transportation.
- Bid’s will be required for all transportation when the district cumulative spending exceeds \$19,000.00