



## 610P Field Trips Procedure

### I. School Board Approval of Overnight Field Trip

Any staff requesting an overnight field trip activity for students are required to get advance School Board approval before advertising to students and parents.

1. To get School Board approval, fill out the School Board Approval of Overnight Field Trip form and submit to the Executive Assistant prior to the upcoming School Board Meeting (third Tuesday of the month).
2. The School Board will review the form at their meeting and vote on approving the trip.
3. The Executive Assistant will notify the requester after the School Board Meeting on the status of the School Board's approval.

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