

Today's Date: _____

Due Date: All packets must be submitted as a set 4 school weeks prior to event for approval

DEL VALLE HIGH SCHOOL On/Off Campus Student Activity

Teacher: _____ (PRINT)

(Signature)

Job Title: ☐ Dept. Chair

☐ PLC

☐ Administrator

☐ Other

Field Trip Packet		Teacher Professional Conference Packet		Fundraiser Packet	
1	Master Calendar Request Form	1	Master Calendar Request Form	1	Master Calendar Request Form
2	Field Trip Request Form	2	Professional Conference Form(must be submitted 3 weeks in advance), MapQuest to and from/from and to, Must indicate day trip or overnight trip- Typed	2	Fundraising Form- List of student participating in fundraiser
3	Field Trip Requisition Form Electronically	3	Agenda/Registration	3	Group Meeting Minutes and Signatures
4	Field Trip Permission Slip/Behavior Contract (District Approved Form Only)- only students/parent signed copies must be submitted prior to field trip	4	Leave of absence form (yellow with sub finder number)	4	Purchase Requisitions Form including nutritional information for documentation
5	Student Eligibility Report Printed see UIL Eligibility Schedule _____	5	Field Trip over night must submit purchase requisition, W9, original e-mail reservation from the hotel including student names with room numbers, purchase requisition for transportation for suburban and gas card	5	Catalog/Brochure
6	Student Leaving Campus Form	6	Confirmation of complete certificate when return to school/reimbursement form	<div>Deposits</div>	
7	Information/Flyer about event			1	Fundraising Form Completed by Book Keeper and Sponsor
8	Professional Conference Form			2	Monies collect must be turned by 4:00pm to the bookkeeper everyday
9	Field Trip over night must submit purchase requisition, W9, original e-mail reservation from the hotel including student names with room numbers, purchase requisition for transportation for suburban and gas card			3	Copies of Receipts must be submitted immediately following purchases with purchase orders
10	Communication documentation with parents via e-mail, meeting, phone calls, and/or flyer		Activity Date: _____ Trip Name: _____		

Updated as of 8/26/2014

Please don't staple any paper work together- just paper clip entire packet- Thank you