

**REQUIRED INFORMATION FOR
BOARD AGENDA ITEMS**

Staff Out-of-State Travel:

Employee Name: _____ Work Location: _____

Event you wish to attend and the educational benefit of this travel: _____

Destination: _____ Dates: _____

Funding Source: _____

Student Field Trip (Overnight and/or out of Maricopa County):

Staff Sponsor Name: _____ School: _____

Event students wish to attend and the educational benefit of this travel:

Destination: _____ Dates: _____

Number of students who may be eligible to attend: _____ Number of Chaperones _____

Funding Source: _____ If students will be asked to contribute to the cost of this trip, what provision has been made for those for student whose family might find this a hardship?

Transportation will be by: _____

Student Fundraiser:

Staff Sponsor Name: _____ School: _____

Club or group proposing the fundraiser: _____

Purpose for which proceeds are intended: _____

Dates of fundraiser: _____

Company that will furnish the product for this fundraiser: _____

Will products be offered for sale during school hours and on campus? _____