

**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? \_\_\_\_\_