

INSTRUCTION

Extended Student Trips by School Organizations

The following policies will govern in all those instances when a school group or organization undertakes an extended trip. An extended trip is defined as any overnight trip out of State, with the exception of border communities in other nearby states (e.g., Grand Forks, Fargo).

A school group or organization will be defined as "a group whose activity the school district undertakes to supervise."

1. The extended trip must have approval of the administrative staff and be approved by the superintendent and the Board of Education BEFORE any plans for the trip are formed.
2. Distance and destination of the trip will be determined by the administrative staff and approved by the superintendent and the Board of Education.
3. All fund raising projects relating to the trip must be carried out in accordance with school board policy and administrative procedures governing fund raising that have been set forth by the District.
4. All financial receipts and disbursements will be made through the Business Office of Independent School District No. 31 as prescribed by Minnesota Statutes.
5. All financial records will be kept by the Director of Activities Office and the Business Office as prescribed by Minnesota Statutes.
6. All monies made by fund raising projects involving students will be deposited in a special school district account in accordance with Minnesota Statutes.
7. The use of District No. 31 facilities and equipment must have prior approval of the superintendent or a designated administrator.
8. Fees for use of facilities and equipment will not be charged. Other fee payments will be made according to SBR 600-30-1.
9. The Business Office will oversee fund raising activities and audit procedures as needed.
10. A financial summary report is to be prepared by the trip advisor and submitted to the Business Director upon completion of the extended trip.

Trips by groups that are carried on as activities of the Minnesota State High School League or represent exchange programs with another Minnesota High School are not governed by the provisions of this regulation.