

Taholah School District #77
Sports Travel Request
Process & Procedures

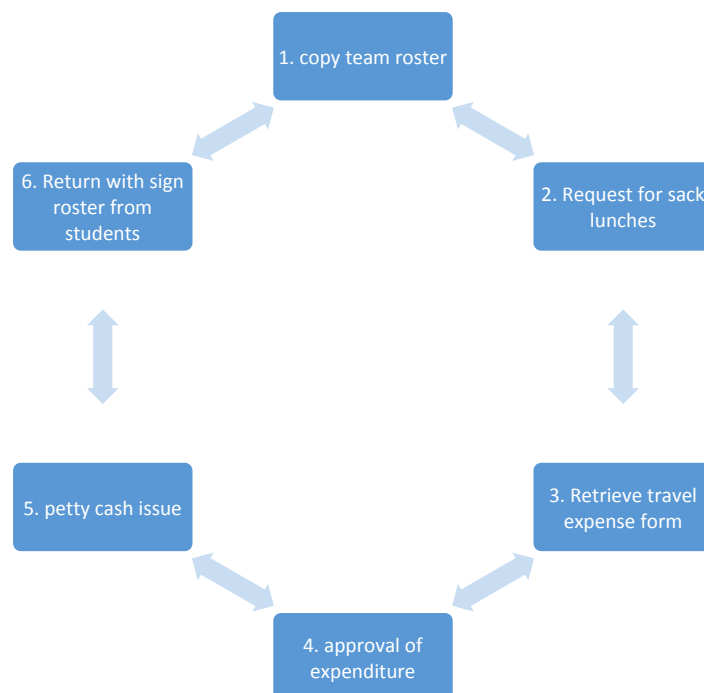
Prior to an away game or other event away from Taholah campus, coaches are responsible for following the procedures below. A list of the required items is below. The **completed** forms must all be provided to the Business Manager before any funds are released.

1. Copy of team roster (Eligibility status)
2. Request to cook for sack lunches (Coaches request form) Copy to Ken (cook)
3. Retrieve “travel expense” form (electronic copy available in “Google drive”)
This should be completed 2 weeks prior to the event due to any unforeseeable circumstances
4. Travel form needs to be turned into Superintendent or Principal for their approval of these expenditures.
 - a. Supporting documents shall include:
 - I. Team roster
 - II. **SIGNED and APPROVED** “Travel expense form”
 - III. Coaches’ signature
5. A completed set of the coaches’ request for meals from the travel expense form will then be issued a petty cash check in the coach’s name for the number of kids stated on the roster. (Each student will get \$10 per meal)
6. After the sporting event, the coach is responsible to turn in any left over money and a roster sign out sheet used to distribute student’s meals. This will be re-deposited into the ASB account.

REMINDER: Please submit your “leave form” if you need a substitute teacher so your class is covered.
(Please provide a copy to our front office: Terri Masten)

NOTE: All expenditures for meals are for Taholah School STUDENTS only! Unless authorized by the Superintendent or Principal.

See flow-chart below:



Taholah School District #77
Roster Sign-out sheet

I understand that by signing, this Release, I absolve the Taholah School District of all responsibility for my child(ren)'s return from the school sponsored activity listed below:

Coach: _____

Activity and/or Sport:

<u>Student's name</u>	Emergency contact: Name, Phone
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

