

Are you planning an activity or fundraiser at Sheridan Schools?

Please follow the simple guidelines listed below.

- Do you have the funds? Check with the District Clerk as early as possible before your event to determine if / how your expenses will be paid.
- Receive approval from administration. Please be prepared with who is in charge of the event, event dates, estimated costs, and which student body account will be responsible for the expenses.
- If the event is during school hours fill out the Activity /Bus Trip Sheet at least 1 month in advance and enter your classroom absence in ReadySub. This allows plenty of time for a substitute teacher to be scheduled.
- You must request that the school office add your event to the master calendar and you must request or specify any rooms, facilities or equipment needed.
- Do you need a change bag for your event? You must request any monies needed 2 weeks prior to your event from the District Clerk.

Are you planning an off campus activity or field trip?

Please follow the simple guidelines listed below.

- Do you have the funds? Check with the District Clerk as early as possible before your event to determine if / how your expenses will be paid.
- Receive approval from administration. Please be prepared with who is in charge of the event, event dates, estimated costs, and which student body account will be responsible for the expenses.
- Upon approval fill out the Activity / Bus Trip Sheet at least 1 month in advance and enter your classroom absence in ReadySub. This allows plenty of time for a bus and substitute teachers to be scheduled and your trip to be added to the school calendar.
- Do you need a check or school credit card for your trip? You must request any monies needed 2 weeks prior to your trip from the District Clerk.
- Don't forget permission slips including student indemnification statement & medical release forms.** Make sure to ask the office for a copy of the medical release form if you do not have it.
- SUB PLANS must be left with the school office at least 1 day prior to your trip.**