

**IGDK-AR: NON-DISTRICT-SPONSORED STUDY TRAVEL, EXCHANGE PROGRAMS, TOURS,
TRIPS, COMPETITIONS**

REFERENCE GUIDE

Though not all-inclusive, this guide is intended to serve as a quick reference. Questions should be directed to building principals.

	OKAY TO DO	NOT OKAY TO DO
Advertising	With principal approval and in accordance with administrative regulations, you can post announcements, promotional materials, and advertising on community-designated bulletin board(s) within the school.	You cannot announce, promote, advertise, and/or recruit during contracted work day (including as a teacher during class time or as an advisor during club meetings).
Access to/Recruitment of Students	With District Communications Office approval, you can purchase with private funds mailing labels of district students.	You cannot use class time or contact with students in the discharge of employment responsibilities or duties to announce, promote, advertise, and/or recruit students.
School Facilities Use	You can schedule and hold informational or organizational meetings with interested families and students according to building use guidelines and processes.	You cannot hold meetings in the school, including classrooms, without approved building use and applicable rental payment.
Meetings	You can hold informational or organizational meetings outside contracted work day.	You cannot hold informational or organizational meetings during contracted work day.
Fundraising	Private student fundraising must happen outside school hours without school or District affiliation.	Student fundraising as representatives of the school or District either during or outside school hours is prohibited.

Communications	You must clearly identify the sponsor as other than the school or District.	You cannot identify or imply school or District sponsorship.
Advising		You cannot advise families or students on what other-sponsored travel, exchanges, tours, trips, and/or competitions they should select.
Resources (Supplies, Materials, Equipment, Time)	You must use personal supplies, materials, equipment, and/or postage when promoting, recruiting, informing, or organizing these events. You must use personal equipment (including telephones and computers) and time to conduct promotional, recruitment, informational, organizational business related to these events.	You cannot use school or District supplies, materials, equipment (including telephones and computers), and/or postage to promote, recruit, inform, or organize these events. You cannot use contracted work hours to conduct promotional, recruitment, information, organizational business related to these events.
Employee Leave	You must use leave in accordance with legal and contractual guidelines to participate in these events.	You may not illegally use leave or misrepresent use of leave to participate in these events.