

EXTRA-CURRICULAR
STUDENT TRAVEL APPROVAL FORM

Student travel must be approved based on the direct benefits for the students. The trip must have approval of Superintendent or designee before any travel arrangements and reservations are made or students and parents become involved with any facet of the trip. Out-of-state travel must have Board approval.

Name of Group: PERMIAN HIGH SCHOOL BPA Campus: PERMIAN HIGH SCHOOL

Date of trip: MAY 9-14, 2017 Grade levels involved: 11-12 Number of students: 7
Number of instructional days: _____ Location: _____
(Please attach an itinerary)

Funding source: _____ District Budget _____ Campus Budget _____ Department Budget _____ Activity fund _____ Personal

Instructional days out of the classroom: The sponsors/coaches/directors have checked the accrued number of days for each participant? xxx Yes _____ No

Trip function: xxx Cocurricular _____ Extracurricular xxx Competition (Non-athletic)

Trip profile: _____ In-state xxx Out-of-state _____ Overseas _____ Tour _____ Field trip _____ Invitational
xxx Annual _____ Biennial _____ Post-district xxx Competition associated with a tour or attraction

Transportation mode: _____ School bus _____ School suburban _____ Charter bus xxx plane

How does the trip relate to and benefit the Campus Improvement Plan, District Improvement Plan and/or the TEKS?

Students will learn to network and participate in various activities that promote participation in Business/Audio Video and Graphic Design skills and occupations.

Does the trip require fund-raises? xxx Yes _____ No

Are deadlines established to guide the sponsors/directors if the trip has to be canceled due to lack of funding?
xxx Yes _____ No

How many sponsors will accompany the students? 3
What is the ratio of sponsors to students? Sponsors 3 / Students 7 (gender appropriate)

Student orientation - Date: 4/26/17 Time: 6:00 PM Location: ROOM B-3 PERMIAN HIGH SCHOOL

Parent orientation - Date: 4/26/17 Time: 6:00 PM Location: ROOM B-3 PERMIAN HIGH SCHOOL

Sponsor orientation - Date: 5/10/17 Time: 7:00 AM Location: DOLPHIN HOTEL ORLANDO FLORIDA

Sponsor criminal background check - Date: _____

Will any kind of insurance be required? _____ Yes NO No

Will room and baggage searches be required? YES Yes _____ No

Medical and travel releases will be required.

Coach/Sponsor: Candy Thompson (Signature) 3/8/17 (Date)

Principal approval: Carla Byrne (Signature) 4.6.17 (Date)
Field Trips/Excursions
or Competition

Superintendent or designee Approval: [Signature] (Signature) 4/6/17 (Date)
(District Sanctioned Competition)
(K-8 Field Trips/Excursions)
(Out-of-state)

Board approval: _____ (Signature) _____ (Date)