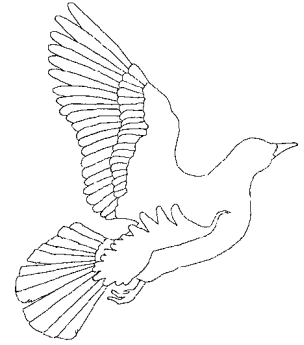


*Ector County Independent School District*

***CAREER CENTER***

P.O. Box 3912 Odessa, TX 79760 (915) 337-3377



Date: July 28, 2008  
To: Whom it May Concern  
From: Curtis W. Britt, Director  
ECISD Career Center  
Re: Board Approval for Skills

Please find Texas SkillsUSA Leadership Advance Travel for Natividad Armendarez and 2 students going to Washington. I have approved this Travel Advance and needs approval from ECISD Board. Please notify us upon Board acceptance.

Respectfully,

Curtis W. Britt, Director  
ECISD Career Center

COMPENSATION AND BENEFITS  
TRAVEL

DEE  
(EXHIBIT-3)

EMPLOYEE TRAVEL APPROVAL FORM

Campus: Career Center

Current Assignment: Technical Education CTR. Can.

Employee travel may be approved based on the instructional benefits for the students and the District. Out-of-State travel must be submitted to the Assistant Superintendent over the campus. The Assistant Superintendent will review the request and notify the principal of his/her decision. **Approval must be granted before an employee registers or makes reservations for a conference.**

Date of trip/conference: \_\_\_\_\_

Location: Washington D.C.

Funding source:  Budget (  school  department )  
 Activity Fund  
 Personal  
 Outside Agency

Instructional days out of the classroom: \_\_\_\_\_ (day/s this trip) \_\_\_\_\_ (day/s this year)  
Substitute required?  Yes  No

How does this trip relate to the TEKS and/or benefit instruction?  
Please explain, including the educational objective: The experience associated with this trip helps the district meet our mission of helping our students become self directed learners, effective communicators & collaborative team members

How does this trip relate to and benefit the Campus Improvement Plan?  
Please explain, including the educational objective: The students will see and experience the quality of work experience needed to be a government representative. Students will learn different type of speaking & leadership skills needed to be successful within our community.

How does this trip relate to and benefit the District Improvement Plan?  
Please explain, including the educational objective? The activities of leadership associated with this trip will help prepare our students for life after high school. The activities combine our TEKS objectives that help our students prepare to become productive members of our community.

How will the information learned be shared within the District?  
 Certifies applicant to train others in the District  Report to principals  
 Report to departments/others on campus  Report to the Board, Cabinet, or Instructional Council

Does this trip relate to making a presentation representing the District?  Yes  No  
Who initiated the request?  The organization or conference  The District  TEA

(Please attach the notification of acceptance)  
Does this trip relate to an award or recognition for the District?  Yes  No

Ector County ISD  
068901

COMPENSATION AND BENEFITS  
TRAVEL

DEE  
(EXHIBIT-3)

Who initiated the recognition?  Local  State  National  
(Please attach the acknowledgment of recognition)

Location justification:  In-District  ESC 18  Out-of-District  Out-of-state

(Campus Budget Authority)

Employee Signature: \_\_\_\_\_

Signature

\_\_\_\_\_ Date

CIT approval: \_\_\_\_\_

(if required by Principal)

Signature

\_\_\_\_\_ Date

Principal approval: \_\_\_\_\_

Signature

\_\_\_\_\_ Date

(District Department Budget Authority)

Director approval: \_\_\_\_\_

(if outside the campus budget)

Signature

7/29/08  
\_\_\_\_\_ Date

(Out-of-State)

Assistant Superintendent  
approval: \_\_\_\_\_

Signature

\_\_\_\_\_ Date

Cabinet Approval:  Approved  Not Approved

DATE ISSUED: 5/18/99  
LOCAL UPDATE  
DEE (EXHIBIT-3)

REVIEWED: 5/03/99

2 OF 2

STUDENT ACTIVITIES:  
TRAVEL

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: Welding ski'kills Campus: Career Center Technical Education

Date of trip: \_\_\_\_\_ Grade levels involved: 10th & 12th Number of students: 2  
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?  Yes  No

Trip function:  Cocurricular  Extracurricular  Non-athletic Competition

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

Transportation mode:  School bus  School suburban  Charter bus  plane

How does the trip relate to and benefit the Campus Improvement Plan, District Improvement Plan and/or the TEKS?  
The activities associated with this trip combine or TEKS objectives and help us achieve our mission to help students become self directed learners & collaborative team members.

Does the trip require fund-raisers?  Yes  No

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

How many sponsors will accompany the students? 1  
What is the ratio of sponsors to students? Sponsors 1 / Students 2 (gender appropriate) yes

Student orientation - Date: 06/13/2008 Time: 10:00am Location: Corpus Christi, Texas  
Parent orientation - Date: 07/08/2008 Time: 6:00pm Location: Career Center Technical Educ. Ctr. campus  
Sponsor orientation - Date: 06/13/2008 Time: District Location: Corpus Christi, Texas  
Sponsor criminal background check Date: \_\_\_\_\_

Will any kind of insurance be required?  Yes  No  
Will room and baggage searches be required?  Yes  No

Medical and travel releases will be required.

Coach/Sponsor: Wanda [Signature] (Signature) 06/15/2008 (Date)

Principal approval: [Signature] (Signature) 07/20/08 (Date)  
Field Trips/Excursions  
UIL Competition

(District Sanctioned Competition)  
(K-8 Field Trips/Excursions)  
Superintendent or designee  
Approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Board approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)  
(Out-of-state)

COMPENSATION AND BENEFITS  
TRAVEL

DEE  
(EXHIBIT C)

Form 103

OUT OF STATE  
EMPLOYEE TRAVEL APPROVAL FORM

Campus Career Center

Current Assignment Coast Teacher (welding)

Employee travel may be approved based on the instructional benefits for the students and the District. Out-of-state travel must be submitted to the Assistant Superintendent or Executive Director over the campus or Department. The Assistant Superintendent or Executive Director will review the request and notify the principal. Approval must be granted before an employee registers or makes reservations for a conference.

Name: Natividad Armendarez

Campus: Technical Education CTR Current Assignment: Welding Technology

Name of trip/conference and organizer (i.e., TEPSA, TASA, TAGT, etc.) SkillsUSA  
Washington Leadership Training Institute

Date of trip/conference: 08/20/2008 Location: Herndon, Virginia

Funding source: Budget  school \_\_\_ department)  
\_\_\_ Activity Fund  
\_\_\_ Personal  
\_\_\_ Outside Agency

Instructional days out of the classroom: 3 (day/s this trip) \_\_\_ (day/s this year)  
Substitute required?  Yes \_\_\_ No

How does this trip relate to the TEKS and/or benefit instruction?

Please explain, including the educational objective:  
The experience associated with this trip helps us meet our mission of helping our students become self directed learners, effective communicators and self directed learners.

How does this trip relate to and benefit the Campus Improvement Plan?

Please explain, including the educational objective:  
The students will see and experience the quality of work experience needed to be a government representative. Students will learn speaking techniques and communication skills that will help them be productive members within our communities.

How does this trip relate to and benefit the District Improvement Plan?

Please explain, including the educational objective:  
The activities of leadership associated with this trip will help prepare our students for life after High School. The activities combine our (TEKS) objectives that help our students prepare for success after High in career and life.

How will the information learned be shared within the District?

Certifies applicant to train others in the District  Report to principals  
 Report to departments/others on campus  Report to the Board, Superintendent's Leadership Council, or Instructional Collaborative Team


Does this trip relate to making a presentation representing the District?  Yes \_\_\_ No  
Who initiated the request?  The organization or conference \_\_\_ The District \_\_\_ TEA  
(Please attach the notification of acceptance)

Ector County ISD  
068901

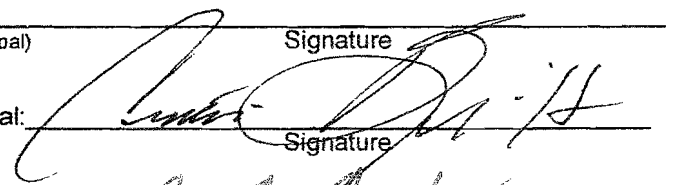
COMPENSATION AND BENEFITS  
TRAVEL

DEE  
(EXHIBIT C)


Does this trip relate to an award or recognition for the District?  Yes  No  
Who initiated the recognition?  Local  State  National  
(Please attach the acknowledgment of recognition)

Employee signature:   
Signature

09/20/2008  
Date

CIT approval:   
(if required by Principal) Signature

7/20/2008  
Date

Principal approval:   
Signature

Director approval:   
(if outside the campus budget) Signature

7/21/08  
Date

Assistant Superintendent or Executive Director  
approval: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All directors must approve travel financed with categorical funds.

## Students must apply to attend capstone event

SkillsUSA continues its new focus for the Washington Leadership Training Institute (WLTi). Now geared for both students and advisors, WLTi will focus on the skills individuals need to be champions at work, in their communities and in their personal lives. In addition, students must now apply to attend this capstone training event.

Sessions will cover the following:

### The impact

#### of the individual as a leader

- Developing influence: how to manage for success
- Communicating: how to deliver persuasive messages
- Leading others: how to delegate and motivate

### The impact

#### of the individual as a citizen

- Decision making: having an impact on a local event
- Serving the community: developing altruism and influence
- Legislating: how government leaders effect change

### The impact

#### of the individual as an employee

- Risk taking: a dialog about success and failure
- Facilitating growth: teaching and reinforcing employability in others
- Becoming a change agent: developing vision and exercising focus



WASHINGTON LEADERSHIP  
TRAINING INSTITUTE

## WLTi activities will also include:

- Congressional visits
- Touring the Smithsonian Institution and Washington area monuments
- Laying of a wreath at the Tomb of the Unknowns, Arlington, Va.
- National Statesman program
- Tour of the SkillsUSA National Leadership Center

## How to apply

### Q: Who should attend WLTi?

A: Members of SkillsUSA who are committed to the developing their leadership potential. Interested students need to apply to participate. Applicants must articulate their leadership commitment by submitting information on previous experiences and leadership training. Acceptance of student applicants is based on a history of involvement demonstrating a commitment to leadership development. Applicants should describe their active roles in school, community, church and/or other organizations.

### Q: How do I apply?

A: There are three ways:

- Download an application located at: [www.skillsusa.org/tourloads/RTE/WLTi-App.rtf](http://www.skillsusa.org/tourloads/RTE/WLTi-App.rtf)
- Call the national Office of Training, Membership and Program Development at 703-777-8810, to have a form faxed or mailed to you.
- E-mail [dkenn@skillsusa.org](mailto:dkenn@skillsusa.org) to request an application.

Students' applications are due in the state association director's office by Aug. 10.

Students' registration is due in the state director's office by Aug. 27.

Registration due from state association director to national headquarters by Aug. 28.

If you must cancel, the final deadline is Aug. 30. Anyone canceling after that will lose 50 percent of the package fee.

Q: Is there anything I need to prepare before attending?

A: Yes. There are two assignments to complete and there are three ways to get the assignments:

- Download assignments from our Web site at [www.skillsusa.org/events/ntlssn.shtml](http://www.skillsusa.org/events/ntlssn.shtml)
- Call the national office of Training, Membership and Program Development at 703-777-8810, to have assignments faxed or mailed to you.
- E-mail [dkenn@skillsusa.org](mailto:dkenn@skillsusa.org) to request the assignments.

### Advisor Sessions

Like students, advisors learn how to be change agents for career and technical education. Sessions for advisors will inspire advisors to lead the change process in their schools and districts, develop strategies to gain support for education issues, motivate supporters and learn from those who take risks.

### Participants should bring:

SkillsUSA attire

- Blazer, windbreaker or sweater
- Pants or skirts
- Socks/hosiery
- Comfortable, professional shoes
- Ties (males only)
- On the casual side
- Comfortable shoes
- Jeans, shorts, T-shirts, fun clothes

Camera

Spending money

September in Washington can be cool

— bring a sweater or jacket



SkillsUSA®  
W L T I

Don't miss the product showcase!