

STUDENT ACTIVITIES:
TRAVEL

FMG
(EXHIBIT 21)

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: JROTC Campus: 045/002

Date of trip: 9-13 June 2014 Grade levels involved: _____ Number of students: 15
Number of instructional days: 0 Location: Summer Camp Cloudcroft NM 88317
(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 ___ Competition (Non-athletic)

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?

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? 2
What is the ratio of sponsors to students? Sponsors 2 / Students 7 (gender appropriate)

Student orientation - Date: TBD Time: _____ Location: _____
Parent orientation - Date: TBD Time: _____ Location: _____
Sponsor orientation - Date: TBD Time: _____ Location: _____
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: [Signature] (Signature) 14 April 2014 (Date)

Principal approval: [Signature] (Signature) _____ (Date)
Field Trips/Excursions
UIL Competition

Superintendent or designee Approval: [Signature] (Signature) 4/23/2014 (Date)
(District Sanctioned Competition)
(K-8 Field Trips/Excursions)
(Out-of-state)

Board approval: _____ (Signature) _____ (Date)

