

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: EF Tours to California Campus: New Tech Odessa (01)
Date of trip: June 6th 2018 to June 11th 2018 Grade levels involved: 9th - 12th Number of students: 20
Number of instructional days: Location: California, USA
(Please attach an itinerary)

Funding source: District Budget Campus Budget Department Budget Activity fund Personal EF Tours

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

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 See attachment

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

How many sponsors will accompany the students? 3 Sponsors - Rivero - Hemabree
What is the ratio of sponsors to students? Sponsors 2 / Students 10 (gender appropriate) - Thuber

Student orientation - Date: 9-7-17 Time: 6:30pm Location: Room A-5 ENT0
Parent orientation - Date: 29-7-17 Time: 6:30pm Location: A-5 ENT0
Sponsor orientation - Date: 1-11-18 Time: 8:00am Location: A-5 ENT0
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] 1-10-18
(Signature) (Date)

Field Trips/Excursions
UIL Competition

Principal approval: [Signature] 11/6/17
(Signature) (Date)

Superintendent or designee Approval: [Signature] 1/18/18
(Signature) (Date)
(Out-of-state)

Board approval:
(Signature) (Date)