

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: BPA - Business Professionals of America Campus: ATC

Date of trip: May 4-9, 2010 Grade levels involved: 10th + 12th Number of students: 3

Number of instructional days: 3 Location: Anaheim, CA  
(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? This conference will ensure high-level learning experiences that are engaging, challenging, and meaningful for students who have gone above + beyond. These students have shown exceptional academic + leadership qualities + have been chosen to represent Texas in their individual fields of study.

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? 3 (total group)

What is the ratio of sponsors to students? Sponsors 3 /Students 8 (gender appropriate)

Student orientation - Date: April 5, 2010 Time: 4:00pm Location: DHS

Parent orientation - Date: April 19, 2010 Time: 6:00pm Location: DHS

Sponsor orientation - Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Sponsor criminal background check - Date: Time of hiring

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: Dana Estep + Candy Thompson (Signature) 3-8-10 (Date)

Principal approval: [Signature] (Signature) 3-9-10 (Date)  
(District Sanctioned Competition)  
(K-8 Field Trips/Excursions)

Superintendent or designee Approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

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

DATE ISSUED: 04/21/04 REVIEWED: 04/20/04 1 OF 1

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## BPA National Leadership Conference – May 5-9, 2010

Date/Time	Activity
<b>Tuesday, May 4, 2010</b>	
<b>Depart American Airlines</b>	Tentatively at 4:30 pm
<b>Arrive Hilton Anaheim Hotel</b>	777 W. Convention Way Anaheim, CA 92802
<b>Wednesday, May 5, 2010</b>	
<b>Registration</b>	7:00 am – 7:00 pm
<b>APG Orientation</b>	8:00 am – 9:00 am
<b>Open Events</b>	9:00 am – 3:00 pm
<b>C++ Programming</b>	12:30 pm – 2:30 pm
<b>Texas State Meeting</b>	6:00 pm – 7:00 pm
<b>Opening General Session</b>	8:00 pm – 9:30 pm
<b>Thursday, May 6, 2010</b>	
<b>Digital Media Production</b>	1:00 pm – 5:00 pm
<b>Open Events</b>	9:00 am – 12:00 pm
<b>Knott's Berry Amusement Park Special Event</b>	10:00 am – 8:00 pm

<b>Friday, May 7, 2010</b>	
<b>Open Events</b>	10:00 am – 5:00 pm
<b>Second General Session</b>	5:45 pm – 7:00 pm
<b>Saturday, May 8, 2010</b>	
<b>Digital Media Production, Finals</b>	8:00 am – 12:00 pm
<b>Awards Ceremony/Closing Session</b>	8:30 pm – 11:30 pm
<b>Sunday, May 9, 2010</b>	
<b>Depart American Airlines</b>	Tentatively at 10:00 am