

OVERNIGHT NON-ATHLETIC  
STUDENT TRAVEL APPROVAL FORM

Student travel must be approved based on the direct benefits for the students. The trip must have Assistant Superintendent approval 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 Cabinet approval.

Name of Group: Business Professionals of America Campus: Career Center

Date of trip: 4/30 - 5/2 Grade levels involved: 11<sup>th</sup> Number of students: 1 (One)  
Number of instructional days: 1 Location: Cincinnati, Ohio  
(Please attach an itinerary) - attached

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

Instructional days out of the classroom: Students may not miss more than ten days instruction in an academic year. 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  
National Leadership Conference

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?

Student will continue to apply knowledge of legal procedures in increasingly difficult situation and demonstrate professional skills necessary to perform and function productively under pressure in a tired environment.

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 1 (gender appropriate)

Student orientation - Date: 4/8/04 Time: 8:30 Location: A-34 Career Center  
Parent orientation - Date: 4/8/04 Time: 8:30 Location: A-34 Career Center  
Sponsor orientation - Date: N/A Time:      Location:       
Sponsor criminal background check - Date: