

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: Theatre Campus: Odessa High School

Date of trip: June 25<sup>th</sup> 2018 Grade levels involved: 11 & 12 Number of students: 3  
Number of instructional days: 0 Location: Lincoln Nebraska  
(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?  
Workshops will increase their theatrical skills, which is transferable to other subjects.  
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 3 (gender appropriate)  
1 male 1 female 2F 1m

Student orientation - Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Parent orientation - Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Sponsor orientation - Date: \_\_\_\_\_ 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: Chryse' LeMaster 11-27-18  
(Signature) (Date)

Principal approval: [Signature] 11/27/18  
(Signature) (Date)  
Field Trips/Excursions  
UIL Competition

Superintendent or designee Approval: Ann McClarty 12/3/18  
(Signature) (Date)  
(Out-of-state)

Board approval: \_\_\_\_\_  
(Signature) (Date)

# **Itinerary for International Thespian Festival & Competition June 23<sup>th</sup> – June 30<sup>th</sup>**

**This is a tentative itinerary. Things may change a bit, but this will give you an idea of what to expect.**

## **Monday, June 24<sup>th</sup>**

5:00 A.M. Meet at the airport.

12:00 PM ish get to Lincoln.

12:30 – Eat lunch

2:00 Go to site and register/check in.

2:30 – 11:00 PM workshops.

5:30- 7:30 – Eat dinner

6:30-8:30 –Practice and/or see a show depending on schedule.

## **Tuesday, June 25<sup>th</sup>:**

8:00 Breakfast. 12- 2:30 – Lunch 5:30-7:30 - Dinner

9:00 AM – 11:00 PM Competition and workshops.

## **Wednesday June 26th:**

8:00 Breakfast. 12- 2:30 – Lunch 5:30-7:30 - Dinner

9:00 AM – 11:00 PM Competition and workshops.

## **Thursday June 27th:**

8:00 Breakfast. 12- 2:30 – Lunch 5:30-7:30 - Dinner

9:00 AM – 11:00 PM Competition and workshops.

## **Friday June 28th:**

8:00 Breakfast. 12- 2:30 – Lunch 5:30-7:30 - Dinner

9:00 AM – 11:00 PM Competition and workshops.

## **Saturday June 29<sup>th</sup>**

8:00 Breakfast. 12- 2:30 – Lunch 5:30-7:30 - Dinner

9:00 AM – 11:00 PM Competition and workshops.

## **Sunday June 30<sup>th</sup>**

Check out by 10:00

Airport – flight at 12:17

Back to Odessa around 5:00