

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: Odessa High School

Date of trip: May 4-9, 2010 Grade levels involved: 12th Number of students: 5

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 and 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: OHS

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

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: [Signature] 3/9/10
(Signature) (Date)

Principal approval: [Signature] 3-9-10
(Signature) (Date)

Superintendent or designee Approval: _____
(Signature) (Date)

Board approval: _____
(Signature) (Date)

DATE ISSUED: 04/21/04 REVIEWED: 04/20/04 1 OF 1
FMG (EXHIBIT 21)

03-10-10 P02:28 RCVD

BPA National Leadership Conference – May 5-9, 2010

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

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