

STUDENT ACTIVITIES:
TRAVEL

FMG
(EXHIBIT 21)

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: Choir Campus: ODA

Date of trip: May 28 - June 2 Grade levels involved: 10 - 12 Number of students: 90
Number of instructional days: 0 Location: New York City, N.Y.
(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?

The students will see historic & political sites. They will attend a Broadway musical and give concerts in a Cathedral & West Point.

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? 10 to 12
What is the ratio of sponsors to students? Sponsors 10 to 12 /Students not sure at this point (gender appropriate)

Student orientation - Date: not set Time: _____ Location: _____
Parent orientation - Date: not set Time: _____ Location: _____
Sponsor orientation - Date: not set Time: _____ Location: _____
Sponsor criminal background check - Date: most have been checked
Will any kind of insurance be required? ☒ Yes ☐ No maybe
Will room and baggage searches be required? ☐ Yes ☒ No

Medical and travel releases will be required.

Coach/Sponsor: Suzanne Medlen (Signature) 10/9/06 (Date)

Principal approval: Ben Leach (Signature) 10-9-6 (Date)
Field Trips/Excursions
UIL Competition

(District Sanctioned Competition)
(K-8 Field Trips/Excursions)
Superintendent or designee
Approval: _____ (Signature) _____ (Date)

Board
approval: _____ (Signature) _____ (Date)
(Out-of-state)

Odessa High School Choir

Sample Itinerary

New York City

Flight	5/29/07	40 Seats	AA Flt. 710	DFW	9:10 AM	LaGuardia	1:30 PM
		40 Seats	AA Flt. 712	DFW	10:10 AM	LaGuardia	2:35 PM
Schedule	6/2/07	40 Seats	AA Flt. 753	LaGuardia	3:20 PM	DFW	6:15 PM
		40 Seats	AA Flt. 759	LaGuardia	4:20 PM	DFW	7:15 PM
HOTEL: Holiday Inn Parsippany NJ 07054; Phone 973 263-2000							10/3/06
Tour Conductor: To be determined US Integrity Touring Co. office 800-792-5207 (emergency only)							
Tuesday May 29, 2007							
7:10 AM	Arrive DFW Airport for check in (breakfast by your own arrangement)						
9:10 AM	Group 1 depart DFW for LaGuardia						
10:10 AM	Group 2 depart DFW for LaGuardia						
1:30 PM	Group 1 arrive LaGuardia International Airport to be met by tour conductor						
2:35 PM	Group 2 arrive LaGuardia International Airport to be met by tour conductor						
3:15 PM	Depart airport for lunch on your own at the New Jersey mall food court						
4:30 PM	Hotel check-in						
6:05 PM	Depart New Jersey for New York's Time Square						
7:00 PM	Arrive in Times Square (unbelievable!)						
7:30 PM	Dinner on your own with your chaperones in Times Square						
	Explore and enjoy Times Square						
9:45 PM	Meet behind the TKTS ticket booth in Times Square for your group photo (incl)						
10:00 PM	Pose for your group photo in Times Square						
10:15 PM	Board your coach for the hotel						
	Lights out						
Wednesday May 30, 2007							
6:00 AM	Wake up call						
7:00 AM	Full American breakfast at the hotel						
8:15 AM	Board your coach for New York City						
9:00 AM	Four hour city tour with licensed NYC tour guide (pick up guide at the Days Hotel 8th & W 49th)						
	An overview of New York; Including Ground Zero, Chinatown, Harlem, Wall Street, Rockefeller Center, Greenwich Village, the United Nations, Soho, and Central Park (as time permits)						
1:00 PM	Explore Wall Street, Battery Park and shop at South Street Seaport (lunch on your own)						
2:00 PM	Tour of Saint Paul's church and the Ground Zero Memorabilia						
3:00 PM	Board your coach for Times Square						
3:30 PM	Walk along the streets of Manhattan while visiting Rockefeller Center, St. Patrick's Cathedral, Central Park or enjoy shopping at Tiffany's, Nike & the official NBA store on 5th Avenue.						
5:30 PM	Meet in front of the Bubba Gums Restaurant in Times Square						
6:00 PM	Dinner at Bubba Gums restaurants in Times Square						
7:30 PM	Meet at the Winter Garden Theatre (1634 Broadway)						
8:00 PM	Show Time! Mamma Mia						
10:30 PM	Board coach to return to the hotel						
11:30 PM	Lights out!						
Thursday May 31, 2007							
7:00 AM	Wake up call						
7:30 AM	Full American breakfast at the hotel						
8:30 AM	Board your coach for Saint Paul the Apostle Church						
9:30 AM	Arrive at Saint Paul the Apostle Church to change for performance (405 West 59th St.)						

10:00 AM	Performance of the Odessa High School Choir (subject to acceptance)	
11:30 PM	Depart for New York City's Chinatown	
12:00 PM	In small groups explore New York's famous Chinatown and enjoy shopping along Broadway in Soho	
	Lunch on your own in Chinatown, Soho or Little Italy	
4:30 PM	Meet on the corner of Church St. and Canal St. for departure for Dinner	
5:00 PM	Dinner at Carmines, considered by many as the best Italian Restaurant in New York (included)	
6:30 PM	Board your coach for Times Square	
7:00 PM	Shop & explore Macy's, and Times Square	
9:00 PM	Meet in front of the NBC Studio Today Show in Rockefeller Plaza	
9:15 PM	Proceed to the Top of the Empire State Building or The Top of the Rock observation deck in Rockefeller Center for the famous panoramic view of Manhattan (30 Rockefeller Plaza)	
10:30 PM	Board coach to return to the hotel	
11:00 PM	Lights out!	
Friday June 1, 2007		
7:00 AM	Wake up call	
7:30 AM	Full American breakfast at the hotel	
8:30 AM	Depart hotel for West Point	
9:30 AM	Arrive at West Point for security clearance	
10:00 AM	Tour of the United States Military Academy at West Point	
1:00 PM	Shop at the West Point gift shop and have lunch on your own at MacDonald's	
2:00 PM	Board your coach for Times Square	
3:00 PM	Enjoy your last time in Times Square	
6:30 PM	Board coach for the Spirit of New Jersey	
7:00 PM	Board the Spirit of New Jersey	
7:30 PM	Sailing Time! Dinner Harbor Cruise and DJ Dance aboard the Spirit of New Jersey	
10:30 PM	Board coach to return to the hotel	
11:00 PM	Lights out!	
Saturday June 2, 2007		
6:00 AM	Wake up call	
6:30 AM	Full American breakfast at the hotel	
7:45 AM	Hotel check out	
8:00 AM	Board coach for Liberty Park NJ & ferry to the Statue of Liberty & Ellis Island	
9:00 AM	Board the ferry for the Statue of Liberty, historic symbol of Liberty	
9:30 AM	Arrive Liberty Island and the Statue of Liberty	
10:00 AM	Performance of the Odessa HS Choir at the flag pole on Liberty Island (National Park Permit #)	
10:40 AM	Board ferry for Ellis Island	
10:50 AM	Arrive Ellis Island and the Ellis Island Immigration Museum. Nearly 40 percent of all living Americans can trace their roots to this port of entry. (lunch on your own at the Ellis Island food court)	
11:50 AM	Board ferry for Battery Park and the South Street Seaport	
12:15 PM	Board your coach for LaGuardia Airport	
1:20 PM	Airport check in	
3:20 PM	Group 1 depart for DFW	
4:20 PM	Group 2 depart for DFW	
6:15 PM	Group 1 flight arrives at DFW	
7:15 PM	Group 2 flight arrives at DFW	

Your coach driver in New York is probably the most important person that you will encounter on your tour in regard to assuring that your trip is a success. It is customary that the driver be tipped if his services are what you expect. The norm for student tips is \$1.00 per day per passenger and for adults \$2.00 per day per passenger. These tips have been included in your price,