

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: Bowie Advanced History Travel Campus: Bowie Junior High

Date of trip: June 16th 2014 Grade levels involved: 7-12 Number of students: _____
Number of instructional days: 0 Location: Italy
(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?

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? As many as necessary
What is the ratio of sponsors to students? Sponsors 1 / Students 6 (gender appropriate)

Student orientation - Date: 9/19/13 Time: Spm Location: Bowie Library
Parent orientation - Date: TBA Time: _____ Location: _____
Sponsor orientation - Date: TBA 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: [Signature] (Signature) 9/16/2013 (Date)

Principal approval: [Signature] (Signature) 9/17/2013 (Date)
Field Trips/Excursions
UIL Competition

Superintendent or designee Approval: [Signature] (Signature) 9/20/13 (Date)
(District Sanctioned Competition)
K-8 Field Trips/Excursions

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