



The Advanced Technical Center

**Ector County ISD
300 E. 29th Street
Odessa, Texas 79762
432-334-3791**

March 9, 2011

Please find attached the Student Travel Forms for the ATC student that qualified to attend the BPA National Leadership Conference on May 4-8, 2011. We kindly ask if you could please add this item to the next Board agenda for approval.

Thank you,
ATC

03-11-11 9:30 RCVD

**Passionate. Unified. World Class.
We Are ECISD Proud**

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: Business Professionals of America Campus: Advanced Technical Center

Date of trip: May 4-8, 2011 Grade levels involved: 11 Number of students: 1
Number of instructional days: 3 Location: Washington, D.C
(Please attach an itinerary)

Funding source: District Budget ^{CTE} 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? 2
What is the ratio of sponsors to students? Sponsors 2/Students 1 (gender appropriate)

Student orientation - Date: April 25, 2011 Time: 3:00 pm Location: ATC
Parent orientation - Date: April 25, 2011 Time: 3:00 pm Location: ATC
Sponsor orientation - Date: April 25, 2011 Time: 3:00 pm Location: ATC
Sponsor criminal background check - Date: August, 2000

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: Dana Estep
(Signature)

3-9-11
(Date)

Principal approval: [Signature]
(Signature)
[Signature]
(District Sanctioned Competition)
(K-8 Field Trips/Excursions)

3/9/2011
(Date)

Superintendent or designee
Approval: _____
(Signature)

(Date)

Board
approval: _____
(Signature)

(Date)

65-1111
1A01:30
RCVD