

**Ector County Independent School District
Odessa, Texas**

Memorandum

TO: Board of Trustees
FROM: Tom Crowe, Superintendent of Schools
SUBJECT: REQUEST FOR APPROVAL OF ODESSA HIGH SCHOOL
BRONCHETTES OUT-OF-STATE TRAVEL TO ORLANDO, FLORIDA
DATE: October 21, 2014

Odessa High School Bronchettes are requesting permission to travel to Orlando, Florida. The trip is scheduled for March 5 – March 11, 2015.

The cost of the trip will require fund raising and personal funds. There will be approximately 36 students from OHS traveling.

It is recommended that the Board of Trustees approve the Odessa High School Bronchettes out-of-state trip to Florida as presented.

Respectfully submitted,

Tom Crowe
Superintendent of Schools

Roy Garcia
Assistant Superintendent of
Secondary Education

OVERNIGHT NON-ATHLETIC
STUDENT TRAVEL APPROVAL FORM

Student travel must be approved based on the direct benefits for the students. The trip must have Assistant Superintendent approval 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 Cabinet approval.

Name of Group: OHS Bronchettes Campus: Odessa High

Date of trip: 3/5/14 - 3/11/14 Grade levels involved: 10-12 Number of students: 36

Number of instructional days: 1 hr. Location: Orlando, Florida

(Please attach an itinerary)

Funding source: District Budget Campus Budget Department Budget Activity fund Personal Booster

Instructional days out of the classroom: Students may not miss more than ten days instruction in an academic year. 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?
OHS Bronchettes will perform for the Orlando Magic NBA team and take a Disney dance workshop

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 36 (gender appropriate)

Student orientation - Date: 8/28/14 Time: 3:20pm Location: AB27
Parent orientation - Date: _____ Time: _____ Location: _____
Sponsor orientation - Date: _____ Time: _____ Location: _____
Sponsor criminal background check - Date: _____

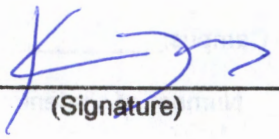
*both district employees.
Bronchette sponsor &
OHS Assistant principal*

STUDENT ACTIVITIES:
TRAVEL


Will any kind of insurance be required? Yes No
Will room and baggage searches be required? Yes No
Will drug/alcohol-testing kits be available? Yes No

- Greenlight Group Tours offers full coverage insurance

Medical and travel releases will be required.

Coach/Sponsor: _____  _____ 8/27/14
(Signature) (Date)

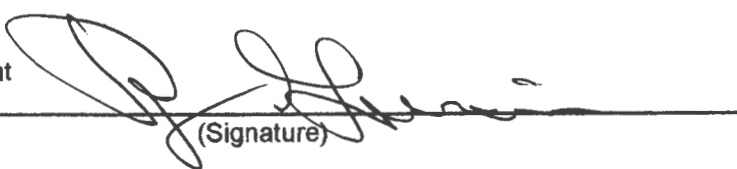
(District sanctioned competition)

Principal approval: _____  _____ 9/2/14
(Signature) (Date)

(Overnight)

Director approval: _____ _____
(Signature) (Date)

(More than one night)

Assistant Superintendent approval: _____  _____ 9/12/14
(Signature) (Date)

(Out-of-state)

Cabinet approval: _____ _____
(Signature) (Date)