

STUDENT ACTIVITIES:
TRAVEL

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: Odessa HS
Date of trip: 5-31-09 Grade levels involved: 10-12 Number of students: 70
Number of instructional days: NA Location: Hawaii
(Please attach an itinerary)

Funding source: District Budget Campus Budget Department Budget Activity fund Personal Booster C
Instructional days out of the classroom: The sponsors/coaches/directors have checked the accrued number of days for each participant? Yes No NA

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?
Classroom rehearsal/performance preparation consistently adheres to 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? 16-27
What is the ratio of sponsors to students? Sponsors 1 : Students 4 (gender appropriate)

Student orientation - Date: multiple Time: ongoing Location: _____
Parent orientation - Date: multiple Time: ongoing Location: _____
Sponsor orientation - Date: multiple Time: ongoing Location: _____
Sponsor criminal background check - Date: prior to March 1, 2009
Will any kind of insurance be required? Yes No
Will room and baggage searches be required? Yes No random and/or if reasonable cause

Medical and travel releases will be required.
Coach/Sponsor: Shari Riley (Signature) 9.30.08 (Date)

Principal approval: Ron Leach (Signature) 9-30-8 (Date)
(District Sanctioned Competition)
(K-8 Field Trips/Excursions)

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

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