

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: Satin Strings Campus: Permian High School

Date of trip: August 3-5 2013 Grade levels involved: 10-12 Number of students: 48

Number of instructional days: 0 Location: Sacramento, New Mexico

(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 participate in fellowship and learn how to work together on campus & in class

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

What is the ratio of sponsors to students? Sponsors 1 /Students 4.5 (gender appropriate)

Student orientation - Date: 08/02/13 Time: 7:00 pm Location: PHS Orchestra Room

Parent orientation - Date: 08/02/13 Time: 7:00 pm Location: PHS Orchestra Room

Sponsor orientation - Date: 08/02/13 Time: 7:00 pm Location: PHS Orchestra Room

Sponsor criminal background check - Date: 08/02/13

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] 05/23/2013  
(Signature) (Date)

Principal approval: [Signature] 5/24/13  
(Signature) (Date)  
Field Trips/Excursions  
UIL Competition

Superintendent or designee Approval: [Signature] 5/29/2013  
(Signature) (Date)  
(District Sanctioned Competition)  
(K-8 Field Trips/Excursions)  
(Out-of-state)

Board approval: \_\_\_\_\_  
(Signature) (Date)