

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: Career Center History Club Campus: Career Center

Date of trip: July 24, 2007 Grade levels involved: 10-12 Number of students: 26
Number of instructional days: 4 Location: Amsterdam, Paris, London
(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 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?
Meets several World History TEKS, improves knowledge + comprehension of Math principles, history principles and standards, and language standards

Does the trip require fund-raisers? Yes No Furthermore, students can earn 1/2 elective credit.

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? 3
What is the ratio of sponsors to students? Sponsors 3 / Students 26 (gender appropriate) yes

Student orientation - Date: May 17, 2006 Time: 6pm Location: Career Center
Parent orientation - Date: 5/10/06, 4/31/07 Time: 6pm Location: Career Center
Sponsor orientation - Date: 4/30/06, 4/31/07 Time: Noon Location: Career Center
Sponsor criminal background check - Date: performed by Ector upon hire
Will any kind of insurance be required? Yes No
Will room and baggage searches be required? Yes No (airplane security)

Medical and travel releases will be required.

Coach/Sponsor: Sonyia Houston (Signature) Feb 5, 2007 (Date)

Principal approval: [Signature] (Signature) 2/8/2007 (Date)
Field Trips/Excursions OR Competition

Superintendent or designee Approval: [Signature] (Signature) 2/12/07 (Date)
(District Sanctioned Competition) (K-8 Field Trips/Excursions)

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