

STUDENT ACTIVITIES:  
TRAVEL

FMG  
(EXHIBIT 21)

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: OHS Harg Ensemble Campus: Odessa High School  
Date of trip: 3-14-12 to 3-18-12 Grade levels involved: 9-12 Number of students: 17  
Number of instructional days: 1 Location: New Orleans, LA  
(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 ☐ 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 Big performance of the New Orleans Jazz Festival

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? 7  
What is the ratio of sponsors to students? Sponsors 2 / Students 1 (gender appropriate)

Student orientation - Date: 12-12-12 Time: 7:00 Location: OHS  
Parent orientation - Date: 12-12-12 Time: 7:00 Location: OHS  
Sponsor orientation - Date: 12-12-12 Time: 7:00 Location: OHS  
Sponsor criminal background check - Date: \_\_\_\_\_  
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) \_\_\_\_\_ (Date) 10-2-12

Principal approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) 10/2/12  
Field Trips/Excursions  
UIL Competition

Superintendent or designee Approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) 10/3/2012  
(District Sanctioned Competition)  
(K-8 Field Trips/Excursions)  
10/5/12  
(Out-of-state)

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