

ECTOR COUNTY ISD
CAREER AND TECHNICAL EDUCATION/P-16
802 N. SAM HOUSTON
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MEMO

TO: Steve Brown, Ed.D., Assistant Superintendent for Secondary Operations

FROM: Ian Roark, Director of Career and Technical Education/P-16 Coordinator

CC: Curtis Britt, Director of the Advanced Technical Center
Natividad Armendarez, Welding Technology Instructor/SkillsUSA Sponsor

DATE: May 8, 2009

RE: Request for Board of Trustees approval of out-of-state travel for TEC student

Zachary Chavez, a Permian High School student who attends Welding Technology class and participates in SkillsUSA Chapter 3111 at the Technical Education Center, has earned the distinction of Texas State Champion for Individual Welding Skills in SkillsUSA. He is thus qualified to attend the SkillsUSA National Leadership and Skills Championships in Kansas City, Missouri, on June 22 through June 27, 2009.

The CTE Department is proud of Zach Chavez and his sponsor, Natividad Armendarez, for the high level of accomplishment and professionalism they bring to the Technical Education Center. Thank you for bringing this request before the Board of Trustees. I have attached the proper forms needed for approval of the out-of-state travel for this event.

attachments: DEE (Exhibit C) and FMG (Exhibit 21)

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: Welding Skills I & II Campus: Advance Technical Center

Date of trip: 04/22-27/2009 Grade levels involved: 12th Number of students: 1
Number of instructional days: _____ Location: Kansas City, MO
(Please attach an itinerary) Attached

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 activities associated with this conference combine our TEKS objectives and reinforces our campus mission to help prepare our students for success after High School.

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

Student orientation - Date: 04/04/2009 Time: 5:00 pm Location: Corpus Christi, Texas
Parent orientation - Date: 04/21/2009 Time: 6:00 pm Location: Advance Technical CTR.
Sponsor orientation - Date: 04/04/2009 Time: 5:00 pm Location: Corpus Christi, Texas
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] (Signature) 04/23/2009 (Date)

Field Trips/Excursions
UIL Competition

Principal approval: _____ (Signature) _____ (Date)

(District Sanctioned Competition)
(K-8 Field Trips/Excursions)

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

(Out-of-state)

Board approval: _____ (Signature) _____ (Date)