

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: HARD Odessa High School Harp Ensemble Campus: Odessa High School

Date of trip: 6-30-12 thru 7-5-12 Grade levels involved: 10-12 Number of students: 16
Number of instructional days: 0 Location: New York City - American Harp Society Conference
(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 performance enhances their knowledge of experience at the American Harp Society Conference. It also enables them to grasp the versatility of other harpist.
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? 5-6

What is the ratio of sponsors to students? Sponsors 1 / Students 3 (gender appropriate)

Student orientation - Date: 9-15-11 Time: 7:00 Location: OHS Harp Room

Parent orientation - Date: 9-15-11 Time: 7:00 Location: OHS Harp Room

Sponsor orientation - Date: 8-25-11 Time: 7:00 Location: OHS Harp Room

Sponsor criminal background check - Date: 6-10-11

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) _____ 8/5/11 (Date)

Principal approval: DW Shetter (Signature) _____ 8/5/11 (Date)
Field Trips/Excursions
UIL Competition

Superintendent or designee Approval: _____ (Signature) _____ 8-5-11 (Date)
(District Sanctioned Competition)
(K-8 Field Trips/Excursions)

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