

COMPENSATION AND BENEFITS  
TRAVEL

DEE  
(EXHIBIT C)

Form 103

OUT OF STATE  
EMPLOYEE TRAVEL APPROVAL FORM

Campus Career Center Current Assignment Welding

Employee travel may be approved based on the instructional benefits for the students and the District. Out-of-state travel must be submitted to the Assistant Superintendent or Executive Director over the campus or Department. The Assistant Superintendent or Executive Director will review the request and notify the principal. Approval must be granted before an employee registers or makes reservations for a conference.

Name: Natividad Armendariz

Campus: Career Center Current Assignment: Welding

Name of trip/conference and organizer (i.e., TEPSA, TASA, TAGT, etc.) Washington Leadership Training Inst (SK: 15 USA)

Date of trip/conference: September 15-19, 2007 Location: Herndon, Virginia

Funding source: Budget ( school  department)  
 Activity Fund  
 Personal  
 Outside Agency

Instructional days out of the classroom: 3 (day/s this trip) \_\_\_\_\_ (day/s this year)  
Substitute required?  Yes  No

How does this trip relate to the TEKS and/or benefit instruction?

Please explain, including the educational objective:  
The experience associated with this trip helps us meet our mission of helping our students become self directed learners effective communicators and collaborative team members.

How does this trip relate to and benefit the Campus Improvement Plan?

Please explain, including the educational objective:  
The advanced training offered to instructors and students at this leadership conference will focus on leadership skills needed to be successful at work, career and personal lives.

How does this trip relate to and benefit the District Improvement Plan?

Please explain, including the educational objective:  
The activities of leadership associated with this trip will help prepare our students for life after high school. The activities combine our TEKS objectives that help our students prepare to become productive members of our communities.

How will the information learned be shared within the District?

Certifies applicant to train others in the District  Report to principals  
 Report to departments/others on campus  Report to the Board, Superintendent's Leadership Council, or Instructional Collaborative Team

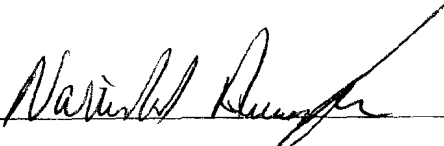
Does this trip relate to making a presentation representing the District?  Yes  No  
Who initiated the request?  The organization or conference  The District  TEA  
(Please attach the notification of acceptance)

Ector County ISD  
068901

COMPENSATION AND BENEFITS  
TRAVEL

DEE  
(EXHIBIT C)

Does this trip relate to an award or recognition for the District?  Yes  No  
Who initiated the recognition?  Local  State  National  
(Please attach the acknowledgment of recognition)

Employee signature:  07/30/07  
Signature Date

CIT approval: \_\_\_\_\_  
(if required by Principal) Signature Date

Principal approval:  7/30/07  
Signature Date

Director approval:  8/9/07  
(if outside the campus budget) Signature Date

Assistant Superintendent or Executive Director  
approval: \_\_\_\_\_  
Signature Date

All directors must approve travel financed with categorical funds.

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 USA Campus: Career Center  
Date of trip: 09/15-19/2007 Grade levels involved: 12th Number of students: 1  
Number of instructional days: 3 Location: Herndon, Virginia  
(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 activities associated with this trip combine our TEKS objectives and helps our campus accomplish our objective to help students become self directed learners and collaborative team members.  
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 appropriate)

Student orientation - Date: 06/08/2007 Time: 10:00 Am Location: Kerrville, TX Summer Leadership  
Parent orientation - Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Sponsor orientation - Date: 06/08/2007 Time: 10:00 Am Location: Kerrville, TX Summer Leadership  
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: Nash Ruff (Signature) 07/30/07 (Date)

Principal approval: [Signature] (Signature) 7/30/07 (Date)  
Field Trips/Excursions  
OID Competition

Superintendent or designee Approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)  
(District Sanctioned Competition)  
(K-8 Field Trips/Excursions)

Board approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)  
(Out-of-state)