

STUDENT ACTIVITIES:  
TRAVEL

FMG  
(EXHIBIT 21)

OVERNIGHT NON-ATHLETIC  
STUDENT TRAVEL APPROVAL FORM

Student travel must be approved based on the direct benefits for the students. The trip must have Assistant Superintendent approval 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 Cabinet approval.

Name of Group: Construction Technology Campus: Technical Education Center

Date of trip: 6-18 Grade levels involved: 12 Number of students: 1  
Number of instructional days: 0 Location: Kansas City, MO  
(Please attach an itinerary)

Funding source: District ☐ Budget ☒ Campus Budget ☐ Department ☐ Activity fund ☐ Personal ☐

Instructional days out of the classroom: Students may not miss more than ten days instruction in an academic year. 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?  
Skills USA correlates with our mission statement of helping students become productive members of society. In addition to meeting many of the TEKS objectives, it shows the building trades industry that our school provides excellent training for future workers.

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? ☐ No ☒ Yes 2 weeks prior to competition.

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: 6-19-05 Time: 8:00 am Location: Kansas City  
Parent orientation - Date: 6-19-05 Time: 8:00 am Location: Kansas City  
Sponsor orientation - Date: 6-19-05 Time: 8:00 am Location: Kansas City  
Sponsor criminal background check - Date: \_\_\_\_\_

DATE ISSUED: 05/18/99  
LOCAL UPDATE  
FMG (EXHIBIT 21)

1 OF 2

Ector County ISD  
068901

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Will any kind of insurance be required? ☐ Yes ☒ No  
Will room and baggage searches be required? ☐ Yes ☒ No  
Will drug/alcohol-testing kits be available? ☐ Yes ☒ No

**Medical and travel releases will be required.**

Coach/Sponsor: Sam G. Gray (Signature) 7-6-05 (Date)

(District sanctioned competition)  
Principal approval: [Signature] (Signature) 7-7-05 (Date)

(Overnight)

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

(More than one night)

Assistant Superintendent approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

(Out-of-state)

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

DATE ISSUED: 05/18/99  
LOCAL UPDATE  
FMG (EXHIBIT 21)

REVIEWED: 05/03/99

2 OF 2

Ector County ISD  
068901

COMPENSATION AND BENEFITS  
TRAVEL

DEE  
(EXHIBIT-3)

EMPLOYEE TRAVEL APPROVAL FORM

Campus: Technical Education Center Current Assignment: Construction Techn.

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 over the campus. The Assistant Superintendent will review the request and notify the principal of his/her decision. Approval must be granted before an employee registers or makes reservations for a conference.

Date of trip/conference: 6-18-05

Location: Kansas City, Missouri

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

Instructional days out of the classroom:      (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:

Student leadership skills

How does this trip relate to and benefit the Campus Improvement Plan?  
Please explain, including the educational objective:

Skills USA goes hand in hand with our mission statement of helping students become productive members of society

How does this trip relate to and benefit the District Improvement Plan?  
Please explain, including the educational objective:

In addition to meeting many of the TEKS objectives, it shows the building trades in that our ~~school~~ school provides excellent training for future workers. It provides our district the opportunity to publicize our training abilities.

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, Cabinet, or Instructional Council

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)

Does this trip relate to an award or recognition for the District? ☒ Yes ☐ No

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LOCAL UPDATE  
DEE (EXHIBIT-3)

1 OF 2

Ector County ISD  
068901

COMPENSATION AND BENEFITS  
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Who initiated the recognition? Local ☒ State ☐ National  
(Please attach the acknowledgment of recognition)

Location justification: ☐ In-District ☐ ESC 18 ☐ Out-of-District ☒ Out-of-state  
(Campus Budget Authority)

Employee Signature: [Signature] 4-6-05  
Signature Date

CIT approval: [Signature]                       
(if required by Principal) Signature Date

Principal approval: [Signature] 4-7-05  
Signature Date  
(District Department Budget Authority)

Director approval:                                            
(if outside the campus budget) Signature Date

Assistant Superintendent approval: [Signature] 4-7-05  
Signature Date  
(Out-of-State)

Cabinet Approval: ☐ Approved ☐ Not Approved

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LOCAL UPDATE  
DEE (EXHIBIT-3)

REVIEWED: 5/03/99

2 OF 2