

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: Harp Campus: OHS, Ector  
Date of trip: June 4-7 Grade levels involved: 6-12 Number of students: 24  
Number of instructional days: 0 Location: Chicago, IL  
(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

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? 8  
What is the ratio of sponsors to students? Sponsors 1 / Students 3 (gender appropriate)

Student orientation - Date: 10/20/18 Time: 4:00 PM Location: OHS  
Parent orientation - Date: 10/20/18 Time: 4:00 PM Location: OHS  
Sponsor orientation - Date: 10/20/18 Time: 3:00 PM Location: OHS  
Sponsor criminal background check - Date: 9/1/18  
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) 9/28/2018 (Date)

Principal approval: [Signature] (Signature) 9-28-18 (Date)  
Field Trips/Excursions  
\_\_\_ Competition

Superintendent or designee Approval: [Signature] (Signature) 10/16/18 (Date)  
(Out-of-state)

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