

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: Zavala Music - Nat'l Childrens Chorus Campus: Zavala

Date of trip: March 21-24, 2007 Grade levels involved: 4th Number of students: 1  
Number of instructional days: 3 Location: Palmer House Hilton, 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 \_\_\_ 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?

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? 2  
What is the ratio of sponsors to students? Sponsors 2 /Students 1 (gender appropriate)

Student orientation - Date: 12/13/06 Time: 4:30pm Location: Zavala  
Parent orientation - Date: 12/13/06 Time: 4:30pm Location: Zavala  
Sponsor orientation - Date: 12/13/06 Time: 4:30pm Location: Zavala  
Sponsor criminal background check - Date: yes - ECISD employee  
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: G. Aron Byford (Signature) 12/11/06 (Date)

Principal approval: Lake Sh (Signature) 1-11-07 (Date)  
Field Trips/Excursions  
UIL Competition

Superintendent or designee Approval: Fandy Jolley (Signature) 1-12-07 (Date)  
(District Sanctioned Competition)  
(K-8 Field Trips/Excursions)  
(Out-of-state)

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