

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: OHS Harp Ensemble Campus: OHS

Date of trip: Mar 1-4 Grade levels involved: 10-11-12 Number of students: 7  
Number of instructional days: 2 Location: Chicago, Illinois  
(Please attach an itinerary)

Funding source:  District Budget  Campus Budget  Department Budget  Booster Club 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?

See attached

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? 4  
What is the ratio of sponsors to students? Sponsors 4 /Students 7 (gender appropriate)

Student orientation - Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Parent orientation - Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Sponsor orientation - Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

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: Reba McManey (Signature) \_\_\_\_\_ (Date)

Principal approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)  
Field Trips/Excursions  
UIL Competition

(District Sanctioned Competition)  
(K-8 Field Trips/Excursions)

Superintendent or designee Approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

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