

STUDENT ACTIVITIES:
TRAVELFMG
(EXHIBIT 21)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: Business Prof. of America Campus: DHSDate of trip: April 22-27 Grade levels involved: 10-12 Number of students: 3Number of instructional days: 2 1/2 Location: Anaheim, CA
(Please attach an itinerary)Funding source: ☐ District Budget ☒ Campus Budget ☐ Department Budget ☐ Activity fund ☐ PersonalInstructional days out of the classroom: The sponsors/coaches/directors have checked the accrued number of days for each participant? ☒ Yes ☐ NoTrip function: ☒ Cocurricular ☐ Extracurricular ☐ Non-athletic CompetitionTrip profile: ☐ In-state ☒ Out-of-state ☐ Overseas ☐ Tour ☐ Field trip ☐ Invitational
☐ Annual ☐ Biennial ☒ Post-district ☐ Competition associated with a tour or attractionTransportation 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?

Practice for the competition and the actual competition require higher level thinking skills related to technology, math, writing, economics, and public speaking.

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 ☒ NoHow many sponsors will accompany the students? 2What is the ratio of sponsors to students? Sponsors 2 / Students 3 (gender appropriate)Student orientation - Date: 3/8/05 Time: 2:00 p.m. Location: Rm. 532 DHSParent orientation - Date: " Time: " Location: "Sponsor orientation - Date: " Time: " Location: "Sponsor criminal background check - Date: "Will any kind of insurance be required? ☐ Yes ☒ NoWill room and baggage searches be required? ☐ Yes ☒ No

Medical and travel releases will be required.

Coach/Sponsor: Shanna Adkins (Signature) 3-8-05 (Date)Principal approval: Ron Leach (Signature) 3-9-5 (Date)
Field Trips/Excursions
UIL CompetitionSuperintendent or designee Approval: Robert Paul (Signature) 3-11-05 (Date)
(District Sanctioned Competition)
(K-8 Field Trips/Excursions)Board approval: [Signature] (Signature) " (Date)
(Out-of-state)DATE ISSUED: 04/21/04
FMG (EXHIBIT 21)

REVIEWED: 04/20/04

1 OF 1

COMPENSATION AND BENEFITS
TRAVEL

DET
(EXHIBIT C)

Form 103

OUT OF STATE
EMPLOYEE TRAVEL APPROVAL FORM

Campus OHS Current Assignment Bus. Ed/Voca

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 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: Ann Kennedy

Campus: OHS Current Assignment: Business Ed

Name of trip/conference and organizer (i.e., TEPSA, TASA, TAGT, etc.) Business Profession of America - National Competition

Date of trip/conference: April 22-27 Location: Anaheim, CA

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

Instructional days out of the classroom: 2 (day/s this trip) 3 (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 student competitions are in Economic Research Team and Com Accounting. Both relate to business, math, writing and Social Studies

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

Both competitions have helped students with their technology skills, re and writing skills. All students will attend leadership seminars.

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

The students have used extensive research outside of class. They improve their test taking skills and ability to score better on 5 Tests. These contests also reinforce the highest learning level in n Accounting & speech

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:

Ann Kennedy
Signature

3-8-05

Date

CIT approval:

none

(if required by Principal)

Signature

Date

Principal approval:

Ron Leach
Signature

3-9-5

Date

Director approval:

Robert Hand
Signature

3/11/05

Date

Assistant Superintendent or Executive Director
approval:

John J. [Signature]
Signature

3-11-05

Date

All directors must approve travel financed with categorical funds.

DATE ISSUED: 01/14/03
DEE (EXHIBIT C)

ADOPTED: 12/17/02

2 of 2

Ector County ISD
068901

COMPENSATION AND BENEFITS
TRAVEL

DEE
(EXHIBIT C)

Form 103

OUT OF STATE
EMPLOYEE TRAVEL APPROVAL FORM

Campus OHS Current Assignment Bus. Ed./Vocational

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: Sharman Adkins

Campus: DHS Current Assignment: Bus. Ed/Vocational

Name of trip/conference and organizer (i.e., TEPSA, TASA, TAGT, etc.) Business Professionals of America - National Competition

Date of trip/conference: April 22-27 Location: Anaheim, CA

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

Instructional days out of the classroom: 2 (day/s this trip) 3 (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 student competitions are in Economic Research Team and Computerized Accounting, both of which directly relate to business, math, writing, and social studies. They

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

Both competitions have helped the students with their technology skills, research skills, and writing skills. Also the students will attend leadership seminars and will have opportunity to improve their speaking skills.

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

Through these competitions the students have had to do extensive study and research outside of class, but the skills learned reinforce the basic skills learned in BCIS, economics, accounting, math, English, and speech. Being able to compete has elevated the students' knowledge to the highest level of learning on Bloom's Taxonomy.

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)

DATE ISSUED: 01/14/03
DEE (EXHIBIT C)

ADOPTED: 12/17/02

COMPENSATION AND BENEFITS
TRAVEL

DEE
(EXHIBIT C)

Does this trip relate to an award or recognition for the District?
Who initiated the recognition? _____ Local _____ State
(Please attach the acknowledgment of recognition)

☒ Yes
☒ National

____ No

Employee signature: Sharon Adkin
Signature

3-8-05
Date

CIT approval: None
(if required by Principal) Signature

Date

Principal approval: Ron Leach
Signature

3-9-5
Date

Director approval: Phil Smith
(if outside the campus budget) Signature

3-11-05
Date

Assistant Superintendent or Executive Director
approval: John Granger
Signature

3-11-05
Date

All directors must approve travel financed with categorical funds.

Ector County ISD
068901

STUDENT ACTIVITIES:
TRAVEL

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 or designee before any travel arrangements and reservations are made or students and parents become a part of the trip. Out-of-state travel must have Board approval.

Name of Group: Close-Up Foundation Campus: OHS

Date of trip: 4/3 - 4/9/05 Grade levels involved: 12 Number of students: 5
Number of instructional days: 5 Location: WASHINGTON, DC
(Please attach an itinerary)

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

Instructional days out of the classroom: The sponsors/coaches/directors have checked the accrued number participant? ☐ Yes ☐ No

Trip function: ☒ Cocurricular ☐ Extracurricular ☐ Non-athletic Competition

Trip profile: ☐ In-state ☒ Out-of-state ☐ Overseas ☒ Tour ☐ Field trip ☐ Invitation
☐ Annual ☐ Biennial ☐ Post-district ☐ Competition associated with a tour or attr

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 Addressing multiple Government TEKS as well as TAKS objectives

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: 5/23/05 Time: 3 pm Location: OHS

Parent orientation - Date: 5/23/05 Time: 3 pm Location: OHS

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: [Signature] 3-10-05
(Signature) (Date)

Principal approval: [Signature] 3-10-5
(Signature) (Date)
Field Trips/Excursions
UIL Competition

Superintendent or designee Approval: [Signature] 3/10/05
(Signature) (Date)
(District Sanctioned Competition)
(K-8 Field Trips/Excursions)

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

DATE ISSUED: 04/21/04
FMG (EXHIBIT 21)

REVIEWED: 04/20/04