

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: Odyssey of the Mind Campus: New Tech Odessa

Date of trip: 5/23 - 5/27 Grade levels involved: 9-12 Number of students: 7

Number of instructional days: 4 Location: Des Moines, Iowa
(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? PBL based. Oral communication collaboration
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 sponsors + 1 admin
What is the ratio of sponsors to students? Sponsors 2 / Students 7 (gender appropriate)

Student orientation - Date: 5/1/18 Time: 4:30 Location: A-14

Parent orientation - Date: 5/14/18 Time: 4:30 Location: A-14

Sponsor orientation - Date: _____ Time: _____ Location: _____

Sponsor criminal background check - Date: current employees

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) 4/12/18 (Date)

Principal approval: [Signature] (Signature) 4/12/18 (Date)
Field Trips/Excursions
UIL Competition

Superintendent or designee Approval: [Signature] (Signature) 4/13/18 (Date)
(District Sanctioned Competition)
(K-8 Field Trips/Excursions)

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