

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: Migrant Education Program Campus: ECISD

Date of trip: 6-17-22-2012 Grade levels involved: \_\_\_\_\_ 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 \_\_\_ Personal

Instructional days out of the classroom: The sponsors/coaches/directors have checked the accrued number of days for each participant? \_\_\_ Yes \_\_\_ No N/A

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 N/A

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

Student orientation - Date: 6-12-12 Time: 5-6 pm Location: Admin Conf A-B  
Parent orientation - Date: 6-12-12 Time: 5-6 pm Location: " " "  
Sponsor orientation - Date: 6-12-12 Time: 5-6 pm Location: " " "  
Sponsor criminal background check - Date: ECISD 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: Aurora Dominguez 3/7/2012  
(Signature) (Date)

Field Trips/Excursions  
UIL Competition

Principal approval: Aurora Dominguez 3/7/2012  
(Signature) (Date)  
(District Sanctioned Competition)  
(K-8 Field Trips/Excursions)

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

(Out-of-state)

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

Estimated Costs for Youth CLOSE UP Leadership Conference in Washington, D.C. June 17-22, 2012

\$9035.00 5 Students @ \$1807 Includes airfare, all student meals, hotel accommodations in DC, tips/gratuities, security/supervision, transportation in DC.

\$250.00 Student baggage fees (\$50 per student – 1 bag checked in to/from DC)

\$360.00 Student meals on Travel Days (\$36 per day x 2=\$72 x 5)

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\$9645.00

\$3600.00 2 Chaperone cost at \$1800 each

\$100.00 Chaperone baggage fees (\$50 x 2)

\$144.00 Chaperone meals on Travel Days (\$36 per day x 2 = \$72 x 2)

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\$3844.00