



Birdville Independent School District

School Sponsored Student Trips Out-of-State Travel

Part I: Approval- (Must be turned in to principal at least 4 - 9 months prior to anticipated departure)

- The sponsor will turn in an out-of-state student travel form to their campus principal.
- The campus principal signs the form indicating his/her approval and forwards the form to the director of that area.
- The director signs the form indicating approval of the trip and forwards it to the superintendent.
- The superintendent signs the form and returns it to the principal indicating initial approval of the trip.
- The sponsor may announce the trip to students and begin working on further travel arrangements.



Birdville Independent School District

Out-of-State School Sponsored Travel Form

Person Making Request

Campus

Date

Board Policy FMG (local)

1. Name of Group Traveling	
2. Departure Date	
3. Return Date	
4. Number of School Days Missed	
5. Travel Destination	
6. Anticipated Number of Students	
7. Anticipated Number of Sponsors	Employees- Non-Employees- Total _____
8. Anticipated Means of Travel	
9. Anticipated Travel Agent (if using one)	

10. Travel Company References

11. Refund Policy

12. What is the educational rationale for the trip?

13. What is the funding source? Explain.

Campus Funding _____

Activity Accounts _____

Student Fundraisers _____

Booster Club or other outside group _____

District Funds _____

14. If travel would require employees to miss work, what type of leave is being requested?

Professional Leave

Personal Leave

Required Approval Signatures:

Principal Signature _____ **Date** _____ **Recommended / Denied**

Director Signature _____ **Date** _____ **Recommended / Denied**

Superintendent Signature _____ **Date** _____ **Recommended / Denied**

Part II: Data Collection Submission (Must be completed 2 months prior to anticipated departure)

- **Approved** Out-of-State Travel Form
- List of Students
- List of Anticipated Sponsors
- Parent/ Guardian Permission Forms (on file)
- Signed Medical Authorizations (on file)
- Volunteer Forms (necessary for non-employees)

Principal _____ **Date** _____ **Accepted / Denied**

Director _____ **Date** _____ **Accepted / Denied**

Superintendent _____ **Date** _____ **Accepted / Denied**

Part III: Final Arrangements (2 weeks prior to the trip)

- Information containing travel and lodging information as well as a detailed tour itinerary are sent to parents, principal and director in that area.