



Birdville Independent School District

## **School Sponsored Student Trips Out-of-Country Travel**

**Part I: Approval-** (Must be given to campus principal at least 9-12 months prior to anticipated departure)

- The sponsor will turn in an out-of-country 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.
- Superintendent returns the form to the principal indicating approval of the trip.
- The sponsor may announce the trip to students and begin working on further travel arrangements.



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-Country Travel Form
- List of Students
- List of Anticipated Sponsors
- Parent/ Guardian Permission Forms (on file)
- Signed Medical Authorization (on file)
- Volunteer Forms (necessary for non-employees)

**Principal** \_\_\_\_\_ **Date** \_\_\_\_\_ **Accepted / Denied**

**Director** \_\_\_\_\_ **Date** \_\_\_\_\_ **Accepted / Denied**

**Superintendent** \_\_\_\_\_ **Date** \_\_\_\_\_ **Accepted / Denied**

**Board of Trustees** \_\_\_\_\_ **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.