

PROPOSED POLICY

BAND, DRILL TEAM,
CHOIR, PEP SQUAD,
CHEERLEADERS,
ATHLETIC TEAMS,
AND OTHER GROUPS

The following policy shall govern out-of-state trips and shall apply to performing/competition groups such as the band, drill team, choir, pep squad, cheerleaders, athletic teams, and other groups. Exceptions may be made for those groups that compete in state activities and qualify for out-of-state competitions.

ELIGIBILITY

Out-of-state trips shall be available only for performing groups at the high school (grades 9-12) level. The trip request shall be reviewed by the appropriate program directors and campus administrators prior to being submitted to the Superintendent or designee for approval.

A single organization shall be limited to one out-of-state trip every two years.

The Superintendent or designee may consider making an exception to this rule when performing groups are invited to attend a nationally televised event such as the Tournament of Roses Parade (January 1), Orange Bowl Parade (January 1), Macy's Thanksgiving Day Parade, or the Presidential Inaugural Parade.

ACADEMICS

At the time of the trip, each student must meet all academic requirements as specified in current UIL guidelines to be allowed to travel and participate/compete with the group.

APPROVABLE TRIPS

Trips considered for approval must provide evidence of legitimately organized levels of performance or competition. Documented UIL approval shall also be obtained if necessary.

INITIATION OF TRIP CONSIDERATION

The sponsor, director, or coach of the performing/competition group shall receive initial approval from the appropriate program directors and campus principal before soliciting information pertaining to any activity in which the group might desire to participate.

SUPERINTENDENT APPROVAL

Application for final trip approval shall be made as early as possible, but not later than the start of the school year or 120 days before the date of the proposed trip, whichever is earlier.

TRIP REQUEST INFORMATION

The request for trip approval shall include the following information:

ITINERARY

1. A proposed itinerary, including school days involved in the trip.
2. A list of all out-of-state trips taken by the group for the last four years.

STUDENT ACTIVITIES
TRAVEL

FMG
(LOCAL)

TRAVEL EXPENSES	3. A minimum of two bids or proposed options for all travel expenses, including transportation, meals, lodging, and other necessary expenses for the trip.
FINANCIAL BREAKDOWN	4. A financial breakdown for the trip indicating the total amount of money needed to make the trip and the actual cost per student.
FINANCIAL ACCOUNTING	5. A financial accounting of the amount of money on hand and the amount of money to be raised for the trip.
FUND-RAISING PLANS	6. A detailed plan of how the necessary funds will be raised.
LIMITED ABSENCES	Groups requesting approval for a trip shall schedule trips to avoid being absent from school as much as possible. Absences shall be limited to three school days by any group requesting approval for an out-of-state trip.
ADMINISTRATOR / CHAPERONE	There shall be at least one adult chaperone for every ten students. Groups traveling with more than 20 students shall be accompanied by an administrator.
EXPENSES OF CHAPERONES	Expenses of chaperones shall be arranged by the organization sponsoring the trip. The expenses may or may not be paid by the sponsoring organization.
NO DISTRICT FUNDS	District operating funds shall not be used to pay any expenses connected with the trip for students or non-District personnel. The performing/competition group or school-affiliated booster organization shall be responsible for paying the expenses of District personnel.
FINANCIAL REPORT	A complete financial accounting shall be submitted to the appropriate District department and administrators within 30 days of returning from the trip.
TRIP CANCELLATION	In the event a trip is cancelled by the performing/competition group, the campus principal and Superintendent or designee shall be notified immediately. The Superintendent or designee shall have the authority to cancel any trip based on world events or other factors.