

BAPS SCHOOL ACTIVITY REQUEST

Teachers, Coaches and Activity sponsors are required to complete this form for students who will miss a class, or classes, traveling out-of-state and/or for overnight trips. Please submit it to the appropriate building Principal or Director 10 days prior to any activity that is not over night and/or does not require board approval. Activities that are overnight but are within the state or to an adjacent state should be submitted 30 days prior to the activity; overnight trips to non-adjacent states (requiring board approval) should be submitted 60 days prior to the activity. Failure to adhere to these guidelines may result in non-approval of the trip.

Date: 1/19/2021

Site: BAHS

Staff Member Making Request: Meag Warren

Organization/Team/Club/Class: Varsity and JV Tigettes

Activity/Event: National Dance Competition

Date(s) of Activity: 4/7-4/12 Instructional Days and/or Hours Missed: 4 days

Number of Students: 31 Gender of Students: Male Female Both

Number of Chaperones (approximately 1 adult for every 10 students): 4

Is this an overnight trip? Yes (complete hotel section) No

Method of Transportation: Not Applicable School Bus School Suburban Other (Explain)

Miles to Destination (one way): 1288 miles

If using school transportation, the Transportation Request must be submitted with this form.

Type of Activity (Check One):

- O On Campus:** This code will be used when a student is on campus and participating in a school activity.
- F Field Trip:** This code will be used when a student is on a field trip off campus.
- E School Activity:** This code will be used when a student is representing the school in a school-approved organization sanctioned by the school, OSSAA, NASSP, OBA, or other qualified and approved sanctioning organizations
- Q Qualifying Event:** This code will be used when a student is absent from school for a OSSAA, NASSP, OBA, or other school approved sanctioning organization for interscholastic or other competitive events that are also sanctioned as post-season, state or national qualifying events.

Date & Time of Departure: 4/7/2021 6:05am

Date & Time of Return: 4/12/2021 11:00am

Departure Location: Westwood facility

Return Location: Westwood facility

In addition to pages 1 and 2, complete PAGES 3, 4 and 5 for overnight trips.

Staff Member's Cell Phone # or Telephone # at Destination: 918-804-8485, 918-508-9943

Emergency Card on file for each student participating in this activity? Yes No
 Parent Permission Forms on file for this activity on file? Yes No

LIST ALL STUDENTS ATTENDING THE ACTIVITY

Early Dismissal from School: If departing during the school day, provide the time for the Attendance Office to issue an Early Dismissal Pass: Will miss full day Wednesday, Thursday, Friday and Monday

Student's Name	School	Student's Name	School
Kiana Barker	BAHS	Arey, Kailey	BAFA
Vanessa Barnett	BAHS	Brandt, Sierra	BAFA
Heidi Cluff	BAHS		
Jaycie Cook	BAHS	Brickman, Avery	BAFA
Dani Davis	BAHS	Clark, Ariel	BAFA
Amira Eid	BAHS	Davis, Madison	BAFA
Kaitlyn Elliott	BAHS	Doyle, Avery	BAFA
Courtnee Fransisco	BAHS	Ferguson, Lily	BAFA
Maia Holden	BAHS	Monroe, Madison	BAFA
Avery Krieg	BAHS	Moser, Jillian	BAFA
Allie Leger	BAHS	Simpson, Jaden	BAFA
Ashten Low	BAHS	Timm, Morgan	BAFA
Riley McDaniel	BAHS	Walters, Aubree	BAFA
Dru Perry	BAHS	Williams, Addison	BAFA
Mia Rhoads	BAHS		
Rachel Tilton	BAHS		
Ashley Trull	BAHS		
Briley Turnham	BAHS		

For Office Use Only:

Copy to Attendance Office

Copy to Staff Member Making Request

BAPS Overnight Trip Information & Guidelines

Overnight Accommodations

Hotel Name & Address: World Center Marriott, 8701 World Center Dr, Orlando, FL 32821

Hotel Phone Number: (407) 239-4200

Cost of Accommodations: \$20,531

Paid by: Tigette account

Cost of Meals: \$5050

Number & Types of Meals during Trip: 3/day - casual dining

Paid by: Tigette account

Ancillary Costs: _____

Paid by: _____

Completing this form does not encumber school funds. Upon approval, Purchase Orders for payment of items by the school must be completed prior to making reservations and departure.

General Rules & Guidelines for Staff Members Sponsoring Overnight Trips:

1. School rules and policies shall be enforced on all school trips. Minor infractions of school or organization rules shall be handled by the sponsor(s). Major infractions of school rules, such as fighting, weapons, drugs, alcohol, theft, or violations of the law shall be reported to the Principal or his designee as soon as possible. All infractions of school or group rules shall be reported to the Principal in writing upon return from the activity.
2. An overnight activity with a ratio greater than 1 adult for every 10 (approximate) students will not be approved or allowed to depart. All school activities must have at least one school employee as a sponsor.
3. The gender of the students shall be mirrored by at least one BAPS employee with current and appropriate certification and/or credentials as identified by school administration attending the trip. All coed trips shall be chaperoned by at least one BAPS employee of each gender with current and appropriate certification and/or credentials as identified by school administration.
4. Every effort shall be made to ensure that student hotel rooms are on the same floor as and contiguous to the sponsors' rooms. If this is not possible, the sponsors shall meet with the Principal and/or director/coordinator (if applicable) prior to departure to discuss the feasibility of the trip and supervision procedures for the trip, if approved.
5. Students of the same gender shall be assigned to rooms together. Every effort shall be made to situate the male rooms contiguous to each other and the female rooms contiguous to each other. If this is not possible, the sponsors shall meet with the Principal prior to departure to discuss the feasibility of the trip and supervision procedures for the trip, if approved.

6. Students shall not sleep in rooms other than those assigned to them.
7. Students of the opposite gender shall not be in hotel rooms together without direct adult supervision.
8. Students shall not sleep in the same room with sponsors or chaperones unless the sponsor or chaperone is the legal guardian of the student.
9. Curfew for students to be in their own rooms shall be no later than 10:00 p.m. or upon arrival to the hotel if after 10:00 p.m. for cases when a trip activity extends beyond 10:00 p.m. Students shall be restricted to their rooms after curfew except in cases to report an emergency. Curfew shall remain in effect until 7:00 a.m. the next morning, earlier if scheduled by the sponsor for a group breakfast, meeting, or departure.
10. Sponsors shall be responsible for periodic room checks. Sponsors shall document the room checks, noting the time of the room check and any, if any, violations of rules. A gender appropriate sponsor shall physically check each room and take roll at the time of curfew. Sponsors may alternate the responsibility, but room checks shall be conducted at the time of curfew and as needed prior to 7:00 a.m. the next morning.
11. The sponsor(s) shall be in attendance with the students during the entire school trip. No excursions or errands, personal or professional, shall be allowed unless it is related to the school trip and only under the following conditions: Administrative work related to the school trip or an emergency. One sponsor shall attend to the work that is away from the students. The other sponsor(s) shall stay with the students. In cases of only one sponsor, it is appropriate to leave the students with another adult chaperone(s) for a short period of time.
12. Student emergency cards shall be completed by the student's parent(s) and turned in to the sponsor before departing for the trip. The emergency cards shall remain in the sponsor's possession for the duration of the school trip.
13. A master roll of all the students, sponsors, and chaperones shall be kept, maintained, and checked periodically by the sponsor for the duration of the school trip. After the trip, the sponsor should keep the roll as a record of the trip.
14. Prior to departure, the sponsor shall notify the Principal of any changes to the trip and/or the master roll for attendance on the trip.
15. **Cell Phone Numbers for emergencies are as follows:**
918-804-8485, 918-508-9943
16. All student costs and/or fundraisers for the trip shall be collected and deposited with the Financial Secretary prior to departure.

School Sponsor/Chaperone Signatures (All School Sponsors Attending Must Review the Above Information and Sign Below; Chaperones submit Felony Affidavit Form)

Meag Warren _____

Jordin Hackney _____

Jenny Smith _____

Kara Donathan _____

Approvals

Recommend Approval? Yes No

Site Principal

Date

Recommend Approval? Yes No

Director/Coordinator

Date

Recommend Approval? Yes No

Assistant Superintendent

Date

Recommend Approval? Yes No

Superintendent (or Designee)

Date

Board approval required only for activity trips to states non-adjacent to Oklahoma and/or international trips.

BOE Approval Required? Yes No _____
Date of Approval: _____

NOTE: If this form is not filled out completely or is lacking appropriate signatures it will be returned. This could cause a delay in BOE approval.

cc: Site Principal; Director/Coordinator (if applicable); Student Services

Broken Arrow Public Schools Out-of-State Travel Approval Request

Directions:

1. Complete on the computer by tabbing to each section
2. Obtain accurate cost estimates
3. Complete this form **before** travel and **before** completing any requisitions
4. Submit to the Superintendent's office for approval
5. After approval complete applicable requisitions
6. Purchase Orders will be issued by the Purchasing Department

Date: 1/19/2021

Name: Jordin Hackney Position: Tigette coach
 School / Department: BAHS
 Date(s) of Travel: 4/7-12/21 Destination: Orlando, FL
 Purpose of Travel: JV / Varsity Tigettes Nationals trip
 Mode of Transportation: Southwest Airlines



Projected Expenditures:

Registration:	\$ included in hotel registration		
Meals:	\$ 5050		
Lodging:	\$ 20,531		
Transportation:	\$9,448		
Other Expenses:			
Total Estimated Expenses:	\$ 35,029		

Funding:

Source of Funding:	student paid
OCAS Code:	

Signatures:

Submitted By:		Date: 1/19/21
Budget Manager:		Date: 1/20/21
Supervisor:		Date:
Superintendent:		Date:
Approval # :		Issued by:
Return To:		Date:

This form is for staff travel paid by Broken Arrow Public Schools. If an outside source is paying for staff travel Board of Education approval is required. The Approval number must be included on all applicable requisitions and claim forms.

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Date: 1/19/2021

Name: Jenny Smith Position: Tigette coach
 School / Department: BAHS
 Date(s) of Travel: 4/7-12/21 Destination: Orlando, FL
 Purpose of Travel: JV / Varsity Tigettes Nationals trip
 Mode of Transportation: Southwest Airlines

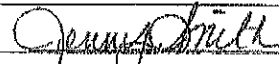
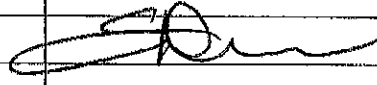
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Date: 1/19/2021

Name: Kara Donathan Position: Tigette coach
 School / Department: BAHS
 Date(s) of Travel: 4/7-12/21 Destination: Orlando, FL
 Purpose of Travel: JV / Varsity Tigettes Nationals trip
 Mode of Transportation: Southwest Airlines

Projected Expenditures:

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Transportation:	\$9,448		
Other Expenses:			
Total Estimated Expenses:	\$ 35,029		

Funding:

Source of Funding:	student paid
OCAS Code:	

Signatures:

Submitted By:	<i>Kara Donathan</i>	Date:	1/19/21
Budget Manager:		Date:	
Supervisor:	<i>[Signature]</i>	Date:	1/20/21
Superintendent:		Date:	
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Date: 1/19/2021

Name: Meag Warren Position: Tigette coach
 School / Department: BAHS
 Date(s) of Travel: 4/7-12/21 Destination: Orlando, FL
 Purpose of Travel: JV / Varsity Tigettes Nationals trip
 Mode of Transportation: Southwest Airlines

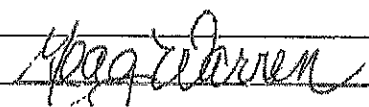
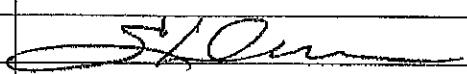
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