

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: 9-25-20

Site: Kirkland

Staff Member Making Request: Randy Clingerman

Organization/Team/Club/Class: Girls Soccer

Activity/Event: Southern Coast Cup

Date(s) of Activity: 3-24-21 / 3-28-21 Instructional Days and/or Hours Missed: 3 days

Number of Students: 20 Gender of Students: Male Female Both

Number of Chaperones (approximately 1 adult for every 10 students): 3

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

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

Bus from Village Charter

Miles to Destination (one way): 750 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: 3-24-21 9:00 a.m.

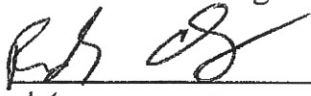
Date & Time of Return: 3-28-21 7:00 p.m.

Departure Location: Kirkland

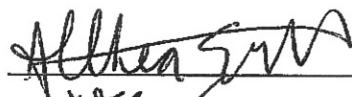
Return Location: Kirkland

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:**
918-720-7181, 918-852-9019, 918-402-9470, 918-406-4023
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)



 Kassie Embrey



 Althea Smith

Approvals

Recommend Approval? Yes No

Site Principal

Date

Recommend Approval? Yes No

Steven L. Dunn

Director/Coordinator

9/29/20

Date

Recommend Approval? Yes No

[Signature]

Assistant Superintendent

1/19/21

Date

Recommend Approval? Yes No

Just Vinson, Ph.D.

Superintendent (or Designee)

1/19/21

Date

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

BOE Approval Required? Yes No

BOE President

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:

- This form must be completed before travel occurs and before any arrangements are made.
- Complete this form with all traveler / trip information and accurate cost estimates.
- For employee-only / professional development Travel, also complete the Travel Requisition Form (General Fund) OR Employee Expense Worksheet for Professional Development (Activity Fund) and paperclip it to this form. Route the packet of forms through your supervisor for the necessary signatures.
- After all forms are approved, the Travel Desk will assign an Approval # and
 - o if Travel is for Professional Development, the Travel Desk will begin making arrangements for your trip.
 - o If Travel is to accompany students on a trip, the Travel Desk will send copies of the approved forms to the designated person for your department.
- This form is for EMPLOYEE travel paid by Broken Arrow Public Schools. If an outside source is paying for Employee travel, Board of Education approval is required. The Approval # must be included on all applicable requisitions and claim forms.

Date Submitted: 9-25-20

Traveler Name: Randy Clingerman Position: Girls Asst Soccer coach

School Site / Department: Girls Soccer

Date(s) of Travel: 3-24-21 / 3-28-21 Destination (city/state): Foley AL

Name of Event / Purpose of Travel: Souther Coast Cup tournament

Mode of Transportation: Bus from Village

Projected Expenses:

Registration: \$ 0.00

Meals: \$ 2000

Lodging: \$ 5200

Transportation: \$ 8100

Other Expenses: _____ Specify: _____

Total Estimate: \$ 15,200

Funding:

Source of Funding / OCAS Coding: _____

Approvals / Signatures:

Traveler:  Date: 9-25-20

Supervisor / Budget Manager:  Date: 9/14/2021

Superintendent: _____ Date: _____

Approval #: _____ Assigned by: _____ Date: _____

Return To (if applicable): _____

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Date Submitted: 9-25-20

Traveler Name: Kassie Embrey Position: Head Girls Soccer Coach

School Site / Department: Girls Soccer

Date(s) of Travel: 3-24-21 / 3-28-21 Destination (city/state): Foley AL

Name of Event / Purpose of Travel: Southern Coast Cup tournament

Mode of Transportation: Bus from Village

Projected Expenses:

Registration: \$ 0.00

Meals: \$ 2000

Lodging: \$ 5200

Transportation: \$ 8100

Other Expenses: _____ Specify: _____

Total Estimate: \$ 15,200

Funding:

Source of Funding / OCAS Coding: Fundraising

Approvals / Signatures:

Traveler: Kassie Embrey Date: 9/25/2020

Supervisor / Budget Manager: Heidi Orman Date: 11/4/2021

Superintendent: _____ Date: _____

Approval #: _____ Assigned by: _____ Date: _____

Return To (if applicable): _____

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Out-of-State Travel Approval Request

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Date Submitted: 9-25-20

Traveler Name: Ali Ertl Position: Girls Assistant Coach

School Site / Department: Girls Soccer

Date(s) of Travel: 3-24-21 / 3-28-21 Destination (city/state): Foley AL

Name of Event / Purpose of Travel: Southern Coast Cup soccer tournament

Mode of Transportation: Bus from Village

Projected Expenses:

Registration: \$ 0.00

Meals: \$ 2000

Lodging: \$ 5200

Transportation: \$ 8100

Other Expenses: _____ Specify: _____

Total Estimate: \$ 15,200

Funding:

Source of Funding / OCAS Coding: Fundraising

Approvals / Signatures:

Traveler: [Signature] Date: 9/25/2020

Supervisor / Budget Manager: [Signature] Date: 11/4/2021

Superintendent: _____ Date: _____

Approval #: _____ Assigned by: _____ Date: _____

Return To (if applicable): _____

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Date Submitted: 9-25-20

Traveler Name: Abraham Khalil Position: Girls Asst Soccer Coach

School Site / Department: Girls Soccer

Date(s) of Travel: 3-24-21 / 3-25-21 Destination (city/state): Foley AL

Name of Event / Purpose of Travel: Southern Coast Cup tournament

Mode of Transportation: Bus from Village

Projected Expenses:

Registration: \$ 0.00

Meals: \$ 2000

Lodging: \$ 5200

Transportation: \$ 8100

Other Expenses: _____ Specify: _____

Total Estimate: \$ 15,200

Funding:

Source of Funding / OCAS Coding: _____

Approvals / Signatures:

Traveler: [Signature] Date: 09/25/2020

Supervisor / Budget Manager: [Signature] Date: 1/14/2021

Superintendent: _____ Date: _____

Approval #: _____ Assigned by: _____ Date: _____

Return To (if applicable): _____