

### **Activity/Athletic Trip Travel**

The purpose of the tentative trip/travel guideline for activity/athletics function is to revise mileage limitations that are in line with current approved practices and reduce the number of requests that require Board and/or district office administration approval.

1. Travel distance limitations will apply to out-of-state travel as well as travel within Oregon.
2. Elementary and junior high school activity/athletic travel is limited to 200 miles one-way without district office administration approval.
3. Secondary athletic travel is limited to 200 miles one-way without district office administration approval, excluding district, regional, state and national competition.
4. Secondary activity travel (music, speech, vocational skills contests, etc.) is limited to 300 miles one-way without district office administration approval, excluding district, regional, state and national competition.
5. All allocations for elementary, junior high, and high school activity travel will be developed based on:
  - a. Enrollment of respective schools;
  - b. Average of trips taken since 1985;
  - c. Activity travel for district oriented functions will not be included in the allocation formula (junior high speech festival, career day, forestry tour, etc.).
6. All authorized trip/travel expenses (transportation, substitute costs, and registration fees) would, upon allocation, be included in the budget by the district office administration. Increases or decreases in travel for a given year may be determined by budget approval. An additional 2,000 miles for activity travel district-wide will be included in the budget for additional trips that may occur.
7. School administrators and curriculum supervisors cooperatively will determine activity trips prior to start of the applicable school year, especially at the secondary level.
8. In some circumstances, the district office administration may refer unusual trips to the school board for input. Also, all trips exceeding the guidelines will be submitted one month prior to a regularly scheduled school Board meeting. The written request to the superintendent will include:
  - a. Nature of trip (music, speech, journalism, athletic, etc.);
  - b. Dates of trip including departure and return dates;

- c. Destination including specific location (school, convention center, etc.), city and state;
- d. Educational objectives of the trip;
- e. Number of advisors;
- f. Number of students;
- g. Type of transportation requested (bus, van, auto);
- h. Funding source (costs):
  - (1) Students and school (meals, lodging, registration, transportation, etc.)
  - (2) District (transportation, substitute costs, etc.)

Follow-up reports may be required to student body, school staff/administration, district office administration or Board.