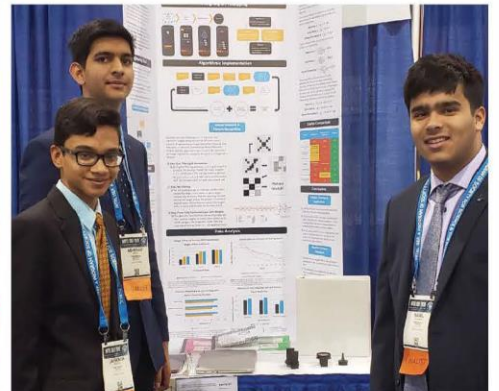


2022-23



**FBISD**  
INSPIRE • EQUIP • IMAGINE

## SEL & Enrichment Programs Handbook



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The Enrichment Programs department is committed to displaying Profile of a Graduate attributes. This handbook is meant to be viewed electronically and was intentionally not distributed in a printed format. This environmentally friendly decision allows for changes/updates to be made and communicated easily, and exhibits effective communicator, servant leader and compassionate citizen attributes.

Information contained in this handbook is current as of the date posted. Please submit errors or corrections via email to [Dauida.Alexander@fortbendis.com](mailto:Dauida.Alexander@fortbendis.com).

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## OVERVIEW










### Mission

The FBISD Department of SEL & Enrichment Programs provides deep and relevant learning experiences and engaging Enrichment Programs to students who wish to demonstrate excellence in these varied fields of study. All FBISD students have the opportunity to select advanced programming in their areas of interest. FBISD is proud of its long tradition of offering all students access to rigorous courses and challenging activities that are designed to equip students with the skills needed to succeed in FBISD and beyond. The Fort Bend ISD Enrichment Programs provide access to these rich learning experiences in tandem with support for success in advanced academic programming.

### Enrichment Programs

FBISD students may participate in a number of academic competitions that provide further opportunities to help students be successful with future endeavors and become highly competitive at the collegiate level. All students are encouraged to become involved in academic Enrichment Programs outside of the regular classroom. FBISD supports a variety of academic contests, clubs and competitions available at all levels to students. Advanced out-of-school options and competitions serve to extend the curriculum and strengthen student abilities in problem solving, critical thinking, servant leadership, communication and collaboration. As a result, they also become life-long learners and compassionate citizens who are equipped with skills for life.

Programs include:

<p><b>Academic Decathlon</b></p> 	<p><b>National History Day</b></p> 	<p><b>Speech &amp; Debate</b></p> 
<p><b>Academic Octathlon</b></p> 	<p><b>Robotics</b></p> 	<p><b>Spelling Bee</b></p> 
<p><b>Destination Imagination</b></p> 	<p><b>Science Fair</b></p> 	<p><b>UIL Academics</b></p> 

## **GENERAL RESPONSIBILITIES OF CAMPUS ADMINISTRATORS**

Campus administrators support and enhance the Enrichment Programs experience of students to increase and maintain student engagement, contribute to student success and retention, and cultivate a sense of community within their campuses. This involves promoting Enrichment Programs, collaborating with campus and community partners, and encouraging community and parent engagement.

Additionally, campus administrators:

- model for students Profile of a Graduate attributes in communication, interactions and mannerisms
- allocate resources (budgeted funds, building space, substitutes)
- identify and support campus sponsor(s)
- address escalated student discipline issues
- handle conflicts/issues related to campus teams
- travel to tournaments with competing teams

Please see any specific responsibilities required on individual program pages.

Campus sponsors and coaches are staff members that represent Enrichment Programs at the local level and who are compensated with a stipend in exchange for related duties, which must be performed according to district requirements. Campus sponsors and coaches are accountable to the campus principal in the performance of all expected and compensated duties.

Campus sponsors and coaches:

- model for students Profile of a Graduate attributes in communication, interactions and mannerisms
- maintain communication between students, parents, campus administration and Enrichment Programs
- communicate to parents all pertinent dates, deadlines, procedures and requirements
- attend called program meetings
- thoroughly acquaint themselves with current rules, regulations, and dates pertaining to their program
- ensure that students meet UIL eligibility requirements for all Enrichment Programs events (when applicable)
- monitor students' performance and well-being on a regular basis
- ensure safety of all students
- ensure students do not exceed the maximum number of allowable absences for school-sponsored events
- create an environment conducive to learning and appropriate for the physical, social, and emotional development of students

- provide requested information in a timely manner to meet all deadlines
- work with other school clubs and organizations as needed in calendar scheduling
- maintain accurate records
- attend all events with students at district, regional, state and national/global levels
- complete appropriate travel paperwork
- keep copies of all travel permission slips while on trips as well as provide the campus with copies
- submit to the Coordinator of Enrichment Programs post-tournament results of teams advancing to state and/or global competition no later than 2 days following event so registration is completed, and travel arrangements can be made according to deadlines
- submit student rosters and dates to the ADA clerk in a timely fashion prior to traveling
- maintain appropriate student/employee relationships
- manage student discipline, contacting parents/guardians when appropriate
- communicate all unresolved concerns to the campus principal for support and resolution
- shares (via Twitter and/or campus website) campus-level competition information before, during and after events, where appropriate
- maintain documentation of meetings and trainings held, as well as competitions attended and student performance data at competitions
- schedule, coordinate, and supervise all fundraising projects and follow school committee fundraising policies
- maintain accurate financial records regarding fundraising activities, and deposit fundraising monies and receipts with campus bookkeeper (when applicable)



## **GENERAL RESPONSIBILITIES OF CAMPUS SPONSORS/COACHES/ADVISORS**

Sponsors are expected to travel with their students on all trips including regional, state and national events. In the event a sponsor/coach knows they cannot or will not travel with the group, it is his/her responsibility to secure an appropriate substitute.

### **Decorum**

As representatives of FBISD, campus sponsors are always on public display and the behavior exhibited should uphold the principles of integrity and dignity. They routinely adhere both to the letter of the law and to the intended spirit of school district policies and procedures. Like all other Texas educators, campus sponsors are held to the Educator's Code of Ethics (RULE §247.2) outlined in the Texas Administrative Code summarized below:

- Displays professional ethical conduct in practice and in performance
- Displays ethical conduct toward professional colleagues
- Displays ethical conduct toward students

On occasion, the sponsor may hold an opinion that differs from that of parents, students, and/or administrators. The sponsor discusses such differences privately with all persons involved, openly and professionally. After stating any concerns in a respectful manner, the instructor supports all decisions that are made collaboratively with administrators, participants and/or parents about a specific course of action or the general direction of a program. Additionally, campus sponsors take the initiative to make suggestions and work proactively to improve existing programs.

Please see any specific responsibilities required on individual program pages.

## **EXPECTATIONS OF VOLUNTEERS AND PARENT SUPPORTERS**

FBISD and the Enrichment Programs department welcome volunteers and parent supporters to enhance the student experience. Both roles involve sharing their time, talents, and skills with students, while ensuring their safety supporting district programs.

### **GENERAL EXPECTATIONS OF VOLUNTEERS AND PARENT SUPPORTERS**

- Model for students Profile of a Graduate attributes in communication, interactions and mannerisms
- Display respectful, fair and supportive conduct toward all students
- Display respectful, fair and supportive conduct toward other parents
- Display respectful, fair and supportive conduct toward district employees
- Adhere to team rules

Volunteer guidelines are designed to protect students from harm and to prevent even the

appearance of impropriety on the part of the individual mentors, volunteers, students and schools participating in the FBISD VIPS (Volunteers in Public Schools) Program.

To ensure student safety and support, volunteers are held to standards similar to district employees, which includes a code of ethics:

**Volunteer Code of Ethics**

- *Dependability* - A volunteer shall be responsible for his/her scheduled times and must notify the VIPS Campus Coordinator and/or school staff immediately if not able to meet this commitment.
- *Respect for Authority* - A volunteer shall respect the authority of the school staff and the school administration.
- *Confidentiality* - A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff. If you need help with a student, discuss the matter professionally with the employee, counselor, assistant principal or principal.
- *Impartiality* - A volunteer shall favor no one side or party more than another in all school situations.
- *Objectivity* - A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.
- *Appearance* - A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

To apply to become a district volunteer or to view additional guidelines and requirements, please visit the volunteer website: [www.fortbendisd.com/howtovolunteer](http://www.fortbendisd.com/howtovolunteer) Approved volunteer status must be obtained yearly.

Volunteers or parent supporters who create an environment that is not conducive to student support and success may lose their volunteer status and/or may be asked to withdraw from participating in or spectating student activities.

Please see any specific volunteer/parent supporter expectations on individual program pages.

## EXPECTATIONS OF STUDENTS

Enrichment Programs provide the opportunity for students to apply knowledge learned in all content areas to deepen understanding and to build their Profile of a Graduate competencies. Students participating in any of these programs are encouraged to *exceed* the FBISD Student Code of Conduct expectations. Campus sponsors/coaches/team managers who deem a student has violated an expectation within the code of conduct will contact the child's parent, as well as campus administration, to discuss next steps. Persistent discipline infractions may lead to the student's removal from the team. Enrichment Programs are premier organizations with the highest standards for academic and behavioral performance.

### General Expectations of Students

- Take ownership of own behavior and learning
- Display Profile of a Graduate attributes in communication, interactions and mannerisms
- Engage in peer and self-assessment
- Follow rules and directives of sponsors/coaches/team managers
- Maintain academic eligibility
- Communicate important program dates and deadlines to parents/guardians
- Be on time!
- Adhere to all deadlines
- Follow all rules of competition
- Fully participate in program activities
- Practice good sportsmanship
- Have Fun!

Please see any specific expectations required on individual program pages.

## GENERAL DISTRICT-LEVEL SUPPORT

The Enrichment Programs team provides district-level support in several areas including providing resources, information, program publicity and marketing, coordination of events, communication of timelines/deadlines, limited funding, chaperoning state and national tournaments, conducting program meetings and providing general support. Program meetings serve as a vehicle for campus sponsors to seek clarification and guidance, share ideas with other campus sponsors, and an opportunity to provide input and feedback regarding program updates and changes. Meetings will occur at least once during the fall and spring semesters; additional meetings may occur if a need exists.

The Enrichment Programs team:

- models for students Profile of a Graduate attributes in communication, interactions and mannerisms
- coordinates training
- conducts informational meetings
- coordinates district level competitions/events (where applicable)
- attends program events
- arranges and funds travel to state and/or national tournaments (for certain official programs and teams only; see individual program pages for more information)
- submits information for recognition on district website and by the FBISD Board of Trustees (when requirements are met)
- chaperones state and national tournaments when necessary
- evaluates requests for new program support

Enrichment Programs does not handle issues such as those that should be resolved at the campus level or provide resources for non-supported programs, among others.

Please see specific district-level support offered on individual program pages.



## ACADEMIC DECATHLON

<https://www.usad.org/>

### **Program Description**

The Academic Decathlon® is a ten-event scholastic competition for teams of high school students. Each high school enters a team of nine students (3 in each division):

Student GPA	Competing Division
3.750 or greater	Honor
at least 3.0 & below 3.75 (3.0 to 3.74)	Scholastic
below 3.0	Varsity

Participating students match their intellects with students from other schools, and are tested in the following categories: Art, Economics, Essay, Interview, Language and Literature, Mathematics, Music, Science, Social Science, and Speech.

Gold, Silver and Bronze medals are awarded for individual events and total scores. Winning teams advance through the local, regional, and state levels of competition, with state champions competing at the national finals.

### **Coach Specific Responsibilities and Expectations**

The majority of USAD student activities require planning time and/or supervision beyond the school day; the stipend for the coach is in place for this reason. No additional pay and/or compensatory time will be granted for work done in the capacity of the USAD coach. The coach must follow all school district policies and regulations and must enforce the rules of FBISD as well as USAD policies and procedures.

- Foster scholastic growth, a spirit of academic competition and a sense of worth and confidence with Academic Decathlon members
- Research the Academic Decathlon season theme
- Design and conduct recruitment to attract new Academic Decathlon team members
- Hold appropriate meetings with students to prepare them for competition
- Select, organize, and publish a schedule of competition
- Assist team to participate in competitions (registration, communication, etc.)
- Attend all competitions with students/teams
- Provide individual and group instruction in preparation for competitions
- Maintain performance requirements, enforce academic requirements, and verify each student's eligibility to participate in Academic Decathlon
- Know and ensure the implementation of established rules and procedures of Academic Decathlon
- Maintain the integrity and reputation of FBISD in the Academic Decathlon community by



- teaching and modeling integrity, commitment, and diligence
- Travel as needed to supervise and judge at tournaments
- Organize and implement Academic Decathlon trips in accordance with district policy and regulations as well as student interest and ability to arrange transportation, lodging, and meals for tournaments (if needed)
- Organize and conduct tryouts for the Academic Decathlon competitions when appropriate; inform administration and participants of final selections
- Prepare lessons that reflect accommodations for individual student differences
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
- Assist officers and members with planning the year's meetings and activities
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
- Work with other school clubs and organizations in calendar scheduling
- Meet established deadlines
- Communicate with parents and Enrichment Programs about events
- Perform other duties as assigned by the principal or designee
- Submit appropriate documentation to ensure payment of all stipend funds

#### **Enrichment Programs Specific Responsibilities and Expectations**

- Purchase program-related study materials
- Communicate to coaches all pertinent dates, deadlines and requirements
- Provide funding for registration and travel arrangements for teams advancing to state and national competition (does not apply to independent teams/students)
- Submit post-tournament results/information to FBISD Communications department for team recognition

## Academic Decathlon 2022-23 Participation Timeline and Checklist

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Recruit students/teams (April – May prior to competition year)
- ☐ Work with Enrichment Programs to secure judges for District Meet
- ☐ Determine student participants
- ☐ Check students' academic eligibility (early November)
- ☐ Students participate in practice meet (early November)
- ☐ Students participate in district meet (January)
- ☐ Qualifiers participate in Region VII Academic Decathlon competition (February)
- ☐ If students/teams advance to Texas Academic Decathlon competition, complete **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (within 2 days following regional competition)
- ☐ Qualifying students attend Texas Academic Decathlon competition (March)
- ☐ If students/teams advance to USAD Nationals competition, complete **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (within 2 days following state competition)
- ☐ Qualifying students attend USAD Nationals competition (April/May)
- ☐ If applies, submit **Student/Team Recognition Form** (Appendix P) to Enrichment Programs Coordinator



## ACADEMIC OCTATHLON

<http://www.txacadec.org/octathlon.html>

### **Program Description**

Freshman and sophomore high school students interested in the Academic Decathlon program can compete in the Academic Octathlon. The program is similar to the Academic Decathlon, but has fewer events, and has no national competition. Octathletes compete in eight categories including Art, Economics, Literature, Mathematics, Music, Science, Social Science, and Essay. The final event is a “Super Quiz”. Gold, Silver and Bronze medals are awarded for individual events and total scores. Winning teams advance through the local, regional, and state levels of competition.

Students competing in the Octathlon CANNOT also compete in Decathlon.

### **Coach Specific Responsibilities and Expectations**

The majority of Octathlon student activities require planning time and/or supervision beyond the school day; the stipend for the coach is in place for this reason. No additional pay and/or compensatory time will be granted for work done in the capacity of the Octathlon coach. The coach must follow all school district policies and regulations and must enforce the rules of FBISD as well as Octathlon policies and procedures.

- Foster scholastic growth, a spirit of academic competition and a sense of worth and confidence with Academic Octathlon members
- Research the Academic Octathlon season theme
- Design and conduct recruitment to attract new Academic Octathlon team members
- Hold appropriate meetings with students to prepare them for competition
- Select, organize, and publish a schedule of competition
- Assist team to participate in competitions (registration, communication, etc.)
- Attend all competitions with students/teams
- Provide individual and group instruction in preparation for competitions.
- Maintain performance requirements, enforce academic requirements, and verify each student’s eligibility to participate in Academic Octathlon
- Know and ensure the implementation of established rules and procedures of Academic Octathlon
- Maintain the integrity and reputation of FBISD in the Academic Octathlon community by teaching and modeling integrity, commitment, and diligence
- Travel as needed to supervise and judge at tournaments

- Organize and implement Academic Octathlon trips in accordance with district policy and regulations as well as student interest and ability
- Arrange transportation, lodging, and meals for tournaments (if needed)
- Organize and conduct tryouts for the Academic Octathlon competitions when appropriate; inform administration and participants of final selections
- Plan activities that reflect accommodations for individual student differences
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
- Work with other school clubs and organizations in calendar scheduling
- Meet established deadlines
- Communicate with parents and Enrichment Programs about events
- Perform other duties as assigned by the principal or designee

#### **Enrichment Programs Specific Responsibilities and Expectations**

- Purchase program-related study materials
- Communicate to coaches all pertinent dates, deadlines and requirements
- Provide funding for registration and travel arrangements for teams advancing to state competition (does not apply to independent teams/students)
- Submit post-tournament results/information to FBISD Communications department for team recognition

#### **Academic Octathlon 2022-23 Participation Timeline and Checklist**

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Recruit students/teams (September – mid October)
- ☐ Determine student participants (February)
- ☐ Check students for academic eligibility (early March)
- ☐ Qualifying students attend regional meet (April)

## DESTINATION IMAGINATION

[www.destinationimagination.org](http://www.destinationimagination.org)

### Program Description

Destination Imagination is a global educational organization dedicated to inspiring the next generation of innovators, leaders and creative problem solvers, available to any K – 12<sup>th</sup> grade student in FBISD. Empowering teams of learners to have fun, take risks, and experience the creative process, the Destination Imagination Program gives teams the opportunity to solve open-ended academic challenges and present their solutions at local and regional tournaments, which can qualify them to compete at the Global Finals contest. While solving one of the seven challenges, team members learn patience, flexibility, persistence, ethics, respect for others and their ideas and participate in the collaborative problem-solving process.

### Campus Administrator Specific Responsibilities and Expectations

- Allocate funds to purchase team numbers (For teams 6 and beyond; 1-5 purchased by district)
- Provide campus space for teams to practice, if requested
- Campus Contact Specific Responsibilities and Expectations
- Present informational meetings to parents and staff; recruit campus team managers
- Serve as first level contact to parents and team managers
- Liaise between team managers, campus administration and Enrichment Programs
- Assist teams in securing campus practice space
- Maintain communication with team managers regarding training, deadlines, requirements, etc.
- Accompany teams to competitions (regional, state and global)
- Submit post-tournament results and other required information of teams advancing to state and/ or global competition to Enrichment Programs
- Submit post-contest results/updates/photos to Enrichment Programs for district recognition submission
- Perform other duties as assigned by the principal or designee

### Team Manager Specific Responsibilities and Expectations

- If a parent or community member, must register with FBISD as a volunteer (VIPS)
- Comply with rules and regulations of the Destination Imagination program
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
- Assemble a team of students willing to showcase their talents
- Know the challenge and keep your team on track towards a penalty-free solution
- Maintain communication with parents, campus sponsor and/or campus administration
- Ensure parents/families know competition rules for supporters
- Secure practice and prop storage space



- Run errands and purchase/provide *team-requested* items
- Find fundraising opportunities and solutions
- Inspire and support all team members without interfering with the challenge solution
- Develop plan for student and prop transportation
- Attend all competitions with students/teams
- Order team t-shirts and trading pins
- Facilitate practice Instant Challenges with team
- Deliver trophies to campus principal of record for display within 2 weeks of competition end

#### **Enrichment Programs Specific Responsibilities and Expectations**

- Purchase and distribute team numbers (for the first 5 registered teams per campus)
- Work to increase number of new teams
- Offer training to new and returning team managers by appointed Team Manager Trainer (TMT)
- Communicate to campus sponsors and team managers all pertinent dates, information, deadlines and requirements
- Provide funding for registration and travel arrangements for teams advancing to state competition (does not apply to independent teams)
- Provide funding for registration only for teams advancing to global competition (travel arrangements and lodging must be furnished by the team; registration is not funded for independent teams)
- Submit post-tournament results/information to FBISD Communications department for team recognition

## Destination Imagination 2022-23 Participation Timeline and Checklist

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Form and Name Your Team (August – October)
- ☐ Pick a Challenge (August– October)
- ☐ Register Your Competitive or Rising Stars! Team online with FBISD (deadline October 12, 2022 ) (<https://www.fortbendisid.com/Page/71331>)
- ☐ Receive your Team Number
  - If FBISD Competitive or Rising Stars! Team, receive number from Enrichment Programs Coordinator
  - If Independent Competitive or Rising Stars! Team, purchase your team number from [www.shopdi.org](http://www.shopdi.org)
- ☐ Register for the regional competition on the affiliate Destination Imagination site: [www.texasdi.org](http://www.texasdi.org) (do this at just after regional DI registration)
- ☐ Register on the national Destination Imagination site to access challenges: [www.idodi.org](http://www.idodi.org) (do this just after affiliate DI registration )
- ☐ Students compete at the Gulf Coast Regional Destination Imagination competition
- ☐ If team advances to the Texas Destination Imagination competition, complete **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (within 2 days following regional competition)
- ☐ Students compete at the Texas Destination Imagination state competition
- ☐ If team advances to Destination Imagination Global Finals competition, complete **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (within 2 business days following state competition)
- ☐ Students compete at the Destination Imagination Global Finals competition
- ☐ If applies, submit **Student/Team Recognition Form** (Appendix P) to Enrichment Programs Coordinator

## NATIONAL HISTORY DAY

<https://www.nhd.org/>

### **Program Description**

The National History Day Contest encourages more than half a million students around the world to conduct historical research on a topic of their choice. The national contest is the final stage of a series of contests at local and state/affiliate levels. Students begin their journey by presenting their projects in classrooms, schools, and districts around the world. Top entries are invited to the state/affiliate level contests. The top two entries in every category at the state/affiliate level are then invited to the national contest, held just outside of Washington, D.C.

### **Campus Contact Specific Responsibilities and Expectations**

- Maintain communication between parents, campus administration and Enrichment Programs
- Attend all competitions with students/teams
- Submit post-tournament results and other required information of teams advancing to state and/or national competition to Enrichment Programs
- Submit post-contest results/updates/photos to Enrichment Programs for submission to district for recognition
- Perform other duties as assigned by the principal or designee

### **Enrichment Programs Specific Responsibilities and Expectations**

- Communicate to campus contacts and social studies department heads all pertinent dates, deadlines and requirements
- Provide funding for registration and travel arrangements for individuals and teams advancing to state and/or national competition (does not apply to independent individuals and teams)
- Reimburse parents for exhibit shipping fees
- Submit post-contest results/information to FBISD Communications for student/team recognition

### National History Day 2022-23 Participation Timeline and Checklist

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Campus History Day Contests (Late December – Early January)
- ☐ Register students/teams who advance to regional competition
- ☐ Qualifying students attend regional competition (Late February)
- ☐ If students/teams advance to Texas History Day competition, complete **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (within 2 days following state competition) for registration and travel arrangements to be made
- ☐ Qualifying students attend Texas History Day competition
- ☐ If students/teams advance to National History Day competition, complete **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (within 2 days following state competition) for registration and travel arrangements to be made
- ☐ Qualifying students attend National History Day competition at the University of Maryland, College Park
- ☐ If applies, submit **Student/Team Recognition Form** (Appendix P) to Enrichment Programs Coordinator

## ROBOTICS

<https://www.uiltexas.org/academics/stem/robotics>

### **Program Description**

Early exposure to hands-on learning and STEM education is one of the best ways to engage students and ultimately set them on a long-term path for success in college and a career of their choice. Robotics programming allows students to receive exposure to real-life problem solving in a competitive, fun environment.

UIL Robotics began as a pilot program during the 2015-2016 school year. After three successful years as a pilot program, Robotics became an official UIL contest beginning with the 2018-2019 school year. The program has two divisions, UIL Robotics: BEST™ Division and UIL Robotics: FIRST® Division. The FIRST® Division, which FBISD supports, includes two competition programs: FIRST Tech Challenge (FTC) - open to students in grades 7-12, FIRST Robotics Competition (FRC) – open to students in grades 9-12.

### **Campus Contact Specific Responsibilities and Expectations**

- Maintain communication between parents, campus administration and Enrichment Programs
- Attend all competitions with students/teams
- Attend called meetings related to robotics
- Coordinate campus robotics scrimmages (if applicable)
- Perform other duties as assigned by the principal or designee

### **Enrichment Programs Specific Responsibilities and Expectations**

- Communicate with campus robotics contacts all pertinent dates, deadlines and requirements
- Provide funding for registration and travel arrangements for teams advancing to state and/or national competition (does not apply to independent teams)
- Submit post-contest results/information to FBISD Communications for student/team recognition



## UIL Robotics 2022-23 Participation Timeline and Checklist

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Visit UIL Robotics site for program information  
(<https://www.uilTEXAS.org/academics/stem/robotics>)
- ☐ Consult BEST or FIRST program websites for registration and participation guidelines
- ☐ Register team with BEST or FIRST League
- ☐ Compete in local qualifying contests (September – February)
- ☐ If team qualifies, register for Regional Tournament
- ☐ Students compete in Regional Tournament
- ☐ If students/teams advance to the UIL Robotics State Championships, complete **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (deadline 2 days following state competition)
- ☐ Qualifying students compete at the UIL Robotics State Championships
- ☐ If students/teams advance to national competition, complete **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (within 2 days following state competition)
- ☐ Qualifying students compete at National Championships (April)
- ☐ If applies, submit **Student/Team Recognition Form** (Appendix P) to Enrichment Programs Coordinator

## SCIENCE FAIR (ELEMENTARY)

### Program Description

Science fairs help to instill a life-long appreciation for science in students. Through inquiry, they are able to build skills useful throughout their lifetime, such as conducting research, recording, analyzing and interpreting data, critically thinking, communicating with others, and more.

Students may participate as follows:

Grade Level	Science Activity	Science Fair Participation
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Model or Display: research and create a model or display to explore an interest in a scientific phenomenon	School Fair
3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	Experimental Investigation or Invention: propose, design and implement an experimental investigation or an invention	School Fair District Fair

### Science Fair Coordinators Specific Responsibilities and Expectations

- Organize the campus science fair
  - Secure judges
  - Host fair
  - Submit names of students who advance to Fort Bend District Fair
- Organize award or recognition for campus students
- Communicate information, dates and deadlines to teachers, administrators and Enrichment Programs
- Attend and assist at the district elementary Science Fair
- Perform other duties as assigned by the principal or designee

### Enrichment Programs Specific Responsibilities and Expectations

- Serve as FBISD Science Fair Administrator (or appoint a designee)
- Provide/arrange training and support for science fair coordinators
- Communicate with elementary science fair coordinators all pertinent dates, deadlines and requirements
- Maintain a centralized location for science fair resources
- Facilitate communications among elementary science fair coordinators
- Submit post-contest results/information to FBISD Communications for student recognition

### **Science Fair 2022-23 Participation Timeline and Checklist**

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Students complete projects
- ☐ Campus Science Fairs held (February)
- ☐ Campus Sponsor notifies Enrichment Programs Coordinator of advancing students/projects
- ☐ Qualifying students compete at the FBISD Science Fair (March 29, 2023)



## SCIENCE FAIR (SECONDARY)

<https://www.societyforscience.org/international-science-and-engineering-fair>

### **Program Description**

Students in grades 7-12 are eligible to compete in campus-level science fairs. Team and individual projects identified as campus qualifiers are eligible to compete in the Science and Engineering Fair of Houston (SEFH), which serves as the regional fair for all junior and senior high school students in Harris County and 22 surrounding counties. Students can go on to compete in the Texas Science and Engineering Fair, and the annual International Science and Engineering Fair (ISEF).

Through the development and presentation of science/engineering projects, students enhance the following abilities:

- Making observations
- Asking questions regarding particular phenomena or situations
- Formulating ideas and procedures for the solution of a problem
- Using complex and/or analytical reasoning skills to find an answer or a solution to a problem
- Effectively presenting their works to society
- Curate, evaluate and acknowledge information both online and offline
- Communicate and collaborate with both peers and science experts

### **Science Fair Coordinators Specific Responsibilities and Expectations**

- Assemble campus Institutional Review Board (IRB) and Scientific Review Committee (SRC)
- For projects that require campus Scientific Review Committee (SRC) approval, **prior to experimentation** ensure
  - project registration in Scienteer
  - campus SRC review and approval/denial assigned
- Facilitate campus science fair
  - Serve as the Fair Administrator in Scienteer
  - Secure judges
  - Verify results
  - Identify campus qualifiers (limit 9 MS and 7 HS)
- Assist campus qualifiers with Science and Engineering Fair of Houston registration via Scienteer (if necessary)
- Submit post-competition results and other required information of teams advancing to state and/ or national competition to Enrichment Programs
- Submit post-competition results/updates/photos to Enrichment Programs for submission to FBISD Communications department for recognition
- Perform other duties as assigned by the principal or designee

**Enrichment Programs Specific Responsibilities and Expectations**

- Serve as FBISD Science Fair Administrator (or appoint a designee)
- Provide/arrange training and support for science fair coordinators
- Communicate with secondary science fair coordinators all pertinent dates, deadlines and requirements
- Maintain a centralized location for science fair resources
- Facilitate communications between secondary science fair coordinators
- Provide district level SRC committee review of projects
- Provide district Scienteer account information for student registration
- Arrange bus transportation to SEFH at University of Houston for registration/setup and competition
- Provide funding for registration and travel arrangements for individuals and teams advancing to state and/or national competition (does not apply to independent individuals and teams)
- Submit post-contest results/information to FBISD Communications for student recognition



## SECONDARY SCIENCE FAIR

### Science Fair 2022-23 Suggested Participation Timeline and Checklist

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Scienteer Account Setup by campus science fair coordinator
  - Deadline: ASAP
  - Location: Online
- ☐ Student Project registration in Scienteer
  - Deadline: ASAP
  - Location: Online
  - Every student registers his/her project in Scienteer
- ☐ Survey Questions Completion
  - Deadline: October 14, 2022
  - Location: Online
  - Every student completes up to Step 4 in Scienteer
- ☐ Teacher Approval of Projects
  - Deadline: October 31, 2022
  - Location: Online
  - Every project completes up to Step 11 in Scienteer
- ☐ SRC/IRB Approval
  - Deadline: November 30, 2022
  - Location: Online
  - Every project completes up to Step 13 in Scienteer
- ☐ Abstract Submission
  - Deadline: January 6, 2023
  - Location: Online
  - Every project completes up to Step 18 in Scienteer
- ☐ Campus Science Fairs Held
  - Window: January 2022
  - Location: Campuses
  - Campuses conduct a science fair to determine SEFH qualifiers

- ☐ FBISD SEFH Qualifiers Submission
  - Deadline: January 14, 2023
  - Location: Online
  - Campuses submit list of winners/qualifiers to Enrichment Programs Coordinator (in Scienteer)
  
- ☐ SEFH Qualifiers Submission
  - Deadline: January 21, 2023
  - Location: Online
  - Enrichment Programs Coordinator submits list of qualifiers to SEFH
  
- ☐ Science and Engineering Fair of Houston (SEFH)
  - Date: February 11, 2023
  - Location: George R Brown Convention Center
  - Students compete at the Science and Engineering Fair of Houston regional science fair
  - If students advance to the state competition (TxSEF), complete the **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (within 2 days following competition)
  
- ☐ SEFH Awards Ceremony
  - Date: TBA
  - Location: TBA
  - Project award winners are notified prior to awards ceremony
  
- ☐ Texas Science & Engineering Fair (TxSEF)
  - Date: TBA (usually late March)
  - Location: TBA (likely TAMU)
  - If students advance to the national competition (ISEF), complete the **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (within 2 days following competition)
  
- ☐ International Science and Engineering Fair (ISEF)
  - Date: TBD
  - Location: TBD

If applies, submit **Student/Team Recognition Form** (Appendix P) to Enrichment Programs Coordinator

## Speech & Debate

<https://www.speechanddebate.org/>

### **Program Description**

Speech & debate programs allow students to gain broad, multi-faceted knowledge across several disciplines outside the learner's normal academic subjects. Students have an opportunity to development skills in research, critical thinking, organization, persuasion and communication while at the same time increasing their confidence, poise, and self-esteem. They participate in engaging, active, learner-centered activities that build rigorous higher order and critical thinking skills. Additionally, they improve oratory skills, advocate for issues that matter to them, and learn how to accept constructive criticism and use it to improve future performance. FBISD supports participants competing in the Texas Forensic Association, UIL Speech & Debate and National Speech and Debate meets.

### **Team Coach Specific Responsibilities and Expectations**

The majority of speech & debate student activities require planning time and/or supervision beyond the school day; the stipend for the campus coordinator is in place for this reason. The campus coordinator must follow all school district policies and regulations and must enforce the rules of FBISD.

- Foster scholastic growth, a spirit of academic competition and a sense of confidence in speech & debate members
- Hold appropriate meetings with and provide instruction to students in preparation for competitions.
- Select, organize, and publish a schedule of competition
- Assist team to participate in competitions (registration, communication, etc.)
- Maintain performance requirements, enforce academic requirements, and verify each student's eligibility to participate in speech & debate meets
- Know and ensure the implementation of rules and procedures of speech & debate
- Maintain the integrity and reputation of Fort Bend ISD in the speech & debate community by teaching and modeling integrity, commitment, and diligence
- Travel as needed to supervise and judge at tournaments. May supervise 40 or more students.
- Participate in speech & debate meets in accordance with district policy and regulations as well as student interest and ability (Minimum of 8 meets per year)
- Coordinate, and supervise all fundraising projects and following all fundraising policies
- Ensure the safety of students
- Ensure that an approved adult attends all competitions with students/teams
- Work closely with the district facilitator for debate and competitive speech in planning travel for state and national competitions. Deadlines set by the facilitator must be met

- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
- Meet established deadlines
- Communicate with parents and Enrichment Programs about events
- Attend called meetings related to speech & debate
- Perform other duties as assigned by the principal or designee

Professional business attire is required for student competitors. \*

- Males must wear dress slacks, a long-sleeved dress shirt, and dress shoes.
- Females must wear dress slacks or skirt, dress blouse, and dress shoes.

\*Coaches may set a dress code policy that includes but exceeds these expectations. For example, a coach may require a student to wear a business suit.

#### **Enrichment Programs Specific Responsibilities and Expectations**

- Offer training by appointed district Speech and Debate Trainer (SDT)
- Communicate with coordinators all pertinent dates, deadlines and requirements
- Provide funding for registration and travel arrangements for teams advancing to state and national competition (does not apply to independent teams/students)
- Submit post-tournament results/information to FBISD Communications for team recognition

### Speech & Debate 2022-23 Participation Timeline and Checklist

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Attend UIL District Meet Planning Meeting
- ☐ Students attend various meets/competitions (Mid-August – Early February)
- ☐ Register students/teams who advance to regional competition. Consult with the district debate facilitator for assistance and the year's timeline
- ☐ Qualifying students attend regional competition (late February – early March)
- ☐ If students advance, complete the **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to SDT or Enrichment Programs Coordinator (within 2 days following competition)
- ☐ Qualifying students compete at the Texas Forensics Association State Tournament
- ☐ If students advance, complete the **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to SDT or Enrichment Programs Coordinator (within 2 days following competition)
- ☐ Qualifying students compete at the Speech & Debate National Tournament
- ☐ If applies, submit **Student/Team Recognition Form** (Appendix P) to Enrichment Programs Coordinator



## SPELLING BEE

<https://www.houstonpublicmedia.org/education/spelling-bee/>

### **Program Description**

Participation in spelling bees is an excellent way for students to improve their abilities and confidence. By taking part in such competitions, they not only learn to test themselves, but also to learn from the competition. Moreover, they are not only learning new words and new spelling strategies, but also stress management techniques and how to sustain themselves under pressure. These are important life skills that can be used in any setting in their future.

A spelling bee also teaches children how to use their wits and memories in the face of competition. The competitive experience allows students learn how to handle both success and failure with grace and gratitude.

### **Campus Contact Specific Responsibilities and Expectations**

- Maintain communication between parents, campus administration and Enrichment Programs
- Attend called meetings related to the spelling bee
- Communicate to parents all pertinent dates, deadlines, procedures and requirements.
- Coordinate the campus spelling bee
- Name the campus spelling bee champion, who advances to the district spelling bee
- Perform other duties as assigned by the principal or designee

### **Enrichment Programs Specific Responsibilities and Expectations**

- Communicate with spelling bee campus contacts all pertinent dates, deadlines and requirements
- Coordinate the district spelling bee
- Communicate names of those students (2) who advance from the district spelling bee to the Houston Public Media Spelling Bee
- Submit post-contest results/information to FBISD Communications for student recognition

### **Spelling Bee 2022-23 Participation Timeline and Checklist**

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Campus Spelling Bee competitions
- ☐ Campus winners' information submitted to Enrichment Programs Coordinator
- ☐ Campus winners attend district Spelling Bee
- ☐ District winner attends Houston Public Media Spelling Bee regional competition
- ☐ Qualifying students compete in the Scripps National Spelling Bee in Washington, DC at family's expense

**UIL A+ ACADEMICS**<https://www.uiltexas.org/aplus>**Program Description**

A+ Academics is an academic competition for elementary and middle school students. A+ Academics includes 20 different events for grades 2-8. In FBISD, this is an elementary-level program. These events span the curriculum - they are designed to complement and expand upon what students learn in the classroom, both through learning specific subject knowledge, and learning skills that are valuable in many disciplines.

**District Coordinator Specific Responsibilities and Expectations**

- Communicate to campus coordinators all pertinent participation dates, deadlines and requirements.
- Complete the online District Meet Information and Materials Order Form.
- Promote and build A+ Academics program throughout district.
- Maintain communication with Enrichment Programs Department.
- Distribute entry form to district campuses at least one month prior to the meet.
- Coordinate and conduct the district meet.
- Distribute to contest directors all contest materials furnished by the UIL A+ Academics office.
- Assist contest directors with questions.
- Develop a list of winners compiled from the reports furnished by the contest directors.
- Ensure contest materials are returned to participating schools by the official return date.
- Submit the Academic District Participation Summary to the UIL office following the district meet.
- Make district meet results available to all participating schools and local media.

**Campus Coordinator Specific Responsibilities and Expectations**

- Register the campus with the UIL state office each school year (online at <https://www.uiltexas.org/form/aplus/home.php>).
- Work with the principal concerning coordination of the UIL academic program.
- Serve as the liaison between the campus and the UIL A+ District Coordinator.
- Serve as the liaison between the coaches of UIL events, the principal, and district coordinator.
- Order study materials.
- Ensure that UIL materials are distributed appropriately.
- Provide a central location for filing and storage of UIL materials.
- Ensure coaches receive appropriate event information.
- Recruit teachers, students, and volunteers for UIL contests.
- Coordinate intraschool and/or interschool competition prior to the official district meet.
- Perform other duties as assigned by the principal or designee.



**Campus Coach Specific Responsibilities and Expectations**

- Know contest rules as indicated in the Constitution and Contest Rules and the A+ Handbook.
- Recruit and prepare students for competition.
- Train students weekly.
- Work with campus and contest officials to ensure the success of the contest.
- Attend invitational and district meets.

**Host Campus Coordinator Specific Responsibilities and Expectations**

- Every campus will have a chance to host an Invitational/District Meet.
- Maintain communication with A+ Academics District Coordinator.
- Assign tournament responsibilities and duties.
- Reserve campus for tournament and arrange for custodians and climate control.
- Recruit volunteers, judges, and contest graders.
- Determine and reserve needed event locations.
- Prepare campus for district meet.

**Enrichment Programs Department Specific Responsibilities and Expectations**

- Maintain communication with A+ Academics District Coordinator.
- Attend called meetings related to A+ Academics.
- Provide general and administrative program support.

### **UIL A+ Academics 2022-23 Participation Timeline and Checklist**

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Students compete in A+ Academics Invitational Meet (December 3, 2022)
- ☐ Students compete in A+ Academics District Meet District meet (April 29, 2023)

## UIL ACADEMICS

<https://www.uil texas.org/academics>

### **Program Description**

UIL Academics offers more activities than any other UIL division, with 29 contests at the high school level and other contests at the middle and elementary school level. These activities, which exist to complement the academic curriculum, are designed to motivate students as they acquire higher levels of knowledge, to challenge students to confront issues of importance, and to provide students with the opportunity to demonstrate mastery of specific skills. Students are challenged to think critically and creatively, exhibiting much more than knowledge and comprehension.

In addition to contests in Journalism, Speech & Debate, STEM Activities, and Theatre & Film, the UIL offers activities in several other subject areas:

- Business Skills contests that include Accounting and Computer Applications
- Language Arts contests that include Literary Criticism, Ready Writing and Spelling
- Social Studies competitions that include Current Issues & Events
- Social Studies competitions that test both general knowledge and a specific topic of study each year
- The Barbara Jordan Historical Essay Competition and Latino History Essay Competition that allow students to explore the contributions of historically underrepresented groups to the history and culture of Texas

### **Campus Contact Specific Responsibilities and Expectations**

- Maintain communication between parents, campus administration and Enrichment Programs
- Maintain communication with 2022-23 District Academic Meet Director at Clements High School
- Attend called meetings related to UIL Academics
- Coordinate campus competitions (if applicable)
- Ensure funds have been transferred to designated campus for UIL Academics purchase disbursements
- Perform other duties as assigned by the principal or designee

### **Enrichment Programs Department Specific Responsibilities and Expectations**

- Communicate with District Academic Meet Director all pertinent dates, deadlines and requirements
- Provide funding for registration and travel arrangements for teams advancing to state and/or national competition (does not apply to independent teams)
- Submit post-contest results/information to FBISD Communications for student/team recognition










## UIL Academics 2022-23 Participation Timeline and Checklist

When not specifically listed, dates are approximations and are subject to change. These approximations are given for planning purposes.

- ☐ Deadlines, competitions and requirements vary by program
- ☐ Students compete in district invitational
- ☐ Students compete in district meet
- ☐ Students compete in regional tournaments
- ☐ If students/teams advance to state tournaments, complete **Notification of Student Advancement to State/National Competition Form** (Appendix B) and submit to Enrichment Programs Coordinator (within 2 days following regional competition)
- ☐ Qualifying students compete at state tournaments
- ☐ If applies, submit **Student/Team Recognition Form** (Appendix P) to Enrichment Programs Coordinator

## REQUEST FOR PROGRAM SUPPORT

Although there are many academic competitions available to students, the district is able to provide support to a select number. Currently, supported programs include:

Academic Decathlon 	National History Day 	Speech & Debate 
Academic Octathlon 	Robotics 	Spelling Bee 
Destination Imagination 	Science Fair 	UIL Academics UIL A+ Academics 

Applications and supporting documents for district support of programs not listed above will be accepted yearly during an open submission window and undergo a review process by committee.

Read below for the application and review process:

- **Who can apply?**
  - Any FBISD staff member can apply. A staff member may apply on behalf of students on their campus.
- **What support is available?**
  - Support includes but is not limited to registration payments, travel (includes transportation, lodging and meals) and/or materials (study guides, preparation materials). Typically support is provided for advancement beyond the regional level of competition.
- **What types of programs are likely to be supported?**
  - Programs for academic competitions that serve the best educational interests of students.
  - Programs that are not currently supported by a similar program.
  - State and/or nationally recognized programs with neutral criteria for advancement.
- **When are applications due?**
  - Applications are accepted February 1 – March 15.
  - Applications submitted after March 15 will be considered in the next submission window.

- **What is the review process?**
  - Applications are completed and submitted by an FBISD staff member. (The application indicates campus principal review and support status.)
  - Applications are scored by a review committee using the Enrichment Programs Request for Program Support Rubric.
  - Decisions for support are dependent upon several factors, including similar supported programs, educational purpose, sustainability and budget.
- **When will applicants be notified of the decision?**
  - Applicants are notified by May 1.
- **What is the appeals process?**
  - If an application has been denied and applicant wishes to appeal,
    - Applicant completes and submits the Enrichment Programs Request for Program Support Appeal Request Form *within 5 business days* of denial notification.
    - Appeals are reviewed by an FBISD Assistant Superintendent, *whose decision is final*.
    - Appeal decision notifications are sent within 45 days of the appeal's submission.
- **When are programs funded?**
  - Programs approved for support will receive funding the following school year (i.e. those submitted and approved in May 2023 would receive funding in school year 2023-2024).
- **Who can answer questions regarding the process?**

Davida Alexander, Coordinator of Enrichment Programs [Davida.Alexander@fortbendisd.com](mailto:Davida.Alexander@fortbendisd.com)  
281-634-1384
- **How do I get started?**
  - Review the **Request for Program Support** Application Packet. (Appendix S)

## **BUDGET POLICIES AND PROCEDURES**

The following procedures are effective for the current school year and will be reviewed and monitored for changes as finances and district policy require. Some exceptions may apply on a case-by-case basis.

### **EXPENDITURES**

SEL & Enrichment Programs maintains budgeted funds to support students in department programs as follows:

- Preparation materials, such as manuals and study guides
- Certificates, trophies and awards
- Registration fees (state, national and global competitions)
- Team numbers (DI)
- Student and chaperone ground transportation (state and some national competitions)
- Student and chaperone air transportation (some national competitions)
- Student and chaperone overnight accommodations (some state and national competitions)
- Student meals
- Employee reimbursement (see Travel Policies and Procedures)
  - Meals
  - Mileage, tolls, parking
  - Fuel (rental vehicles only)
  - Equipment purchases
  - Shipping
  - Other reimbursable expenses

## TRAVEL POLICIES AND PROCEDURES

The following procedures are effective for the current school year and will be reviewed and monitored for changes as finances and district policy requires. Some exceptions may apply on a case-by-case basis.

**Travel of any kind related to FBISD business should not take place until all signed travel paperwork is approved and returned to the requestor.**

### EMPLOYEE TRAVEL

#### **Expense Reimbursement**

Reimbursement for employee travel is in accordance with district policy (DEE LEGAL and DEE R).

#### Mileage

- Mileage totals must be supported by a MapQuest or similar tool printout (the lesser of FBISD work location or employee's home address to/from destination).
- Mileage reimbursement will be paid if the assigned duty is required for district/Enrichment Programs business and the use of privately owned vehicle (POV) is required; all travel must have prior approval of the campus administrator and the budget manager.
- Individuals operating a POV on district business shall maintain liability insurance with at least state required minimum limits. Proof of insurance shall be required and provided to the employee's supervisor upon request. If insurance is cancelled or changed, it is the driver's responsibility to notify the supervisor immediately.
- Fort Bend ISD expects employees to operate privately owned road vehicles in a manner to serve as models for courteous driving and safety.

#### Employee Meals

Current district meal allowance is \$44 per day.

- When meals are provided as part of an event, sponsoring organization or by the hotel, the purchase of additional food will not be reimbursed.
- An original **itemized** receipt is required for all meal reimbursements. Receipts that have any alcoholic beverages on them will not be processed. (Credit card receipts are not accepted.)

Enrichment Programs will provide funding for meal allowances based on the following:

Action	Time
Departure prior to 8:00 am	breakfast meal allowance will be reimbursed
Departure prior to 1:00 pm	lunch meal allowance will be reimbursed
Departure after 6:00 pm	no meal allowance will be reimbursed for the day
Return after 6:00 pm	allowance for all meals for the day will be reimbursed
Return prior to 6:00 pm	breakfast and lunch meal allowances will be reimbursed
Returns prior to 11:00 am	breakfast meal allowance will be reimbursed

Meal tickets/preordered meals available through organizations or events will be funded or reimbursed by Enrichment Programs equal to the allowable district rate per meal.



### Other

- Transportation, registration, or other travel expenses to local, area, or regional competition, meetings, conferences or events will not be covered by Enrichment Programs.
- Expenses that do not have prior approval on the original Travel Request and Payment Voucher will not be covered; ex. ground transportation.
- If a non-district funded traveler is sharing a room with the school district employee, only the portion of the room billed for the funded school district employee will be covered.
- Receipts should contain only those items approved for reimbursement. Personal items such as medication, hygiene products, and/or other non-approved items should not appear on the receipts where reimbursement will be requested.
- In the event an employee becomes ill while on a district trip, the cost of doctor's visits and medication are not reimbursable by the district.
- Not covered: tax, tip, additional transportation (commuter train, Uber, taxi), entrance fees, excursions, entertainment, etc.

In accordance with district policy (DEE LOCAL) and administrative procedures, all employees shall submit signed travel documents identifying actual travel information and expenditures **within 10 business days** of the return from the trip. This includes meal receipts, verification of attendance, zero-balanced hotel receipts, student meal allowance documentation and actual rooming list with assigned room numbers. Reimbursement for expenditures will not be processed until all required paperwork is received. Documents submitted outside this timeline will not be processed.

### STUDENT TRAVEL

**Student eligibility:** Students must have advanced to the state or national level of competition in supported programs, and along with their parents, agree to all district requirements in order to receive Enrichment Programs coverage of lodging, registration, meals and transportation and participate in the *official district trip*. Those not agreeing shall be deemed "independent" and are responsible for aforementioned expenses.

*Students and parents who agree to participate in the official district trip and reverse this decision for any reason after Enrichment Programs has incurred charges on their behalf are **required** to reimburse the district for any funds not recoverable by the district, including those related to lodging, registration, meals and transportation. Only competing students will be supported (no observers or alternates, etc.)*

District requirements include:

- The campus sponsor/team manager attends the required meetings and submits the necessary and completed paperwork on time.
- Necessary documentation has been endorsed by parent(s)/student(s) and submitted.

While traveling for Enrichment Programs events, students room in groups of 4. Students are grouped according to gender and may share a room with students from another campus.

Participation in state or national competitions held within 50 miles of the school campus will receive no funding for overnight lodging.

### **NUMBER OF ALLOWABLE TRIPS**

**Students:** District policy relating to allowable number of days for student absences for school business will be followed (FM LOCAL). Students may not miss more than 10 days of class for the purpose of school business excluding state and national travel. It is the responsibility of the campus sponsor/team manager to coordinate with the campus registrar to verify the student has not missed more than the allowable number of days.

**Employees:** Employees may miss no more than 10 days of work for the purpose of Enrichment Programs work-related travel with the exception of post-district events where students qualified for advancement in competition. Careful consideration should be given to planning so that multiple students are positively impacted by travel. Exceptions will be considered in the event that Enrichment Programs requests a campus employee travel to an event.

### **REQUIRED TIMELINES**

Completed travel documents must be submitted to Enrichment Programs at least four weeks prior to the event. In situations where advancement from one competition to the next does not allow for a four-week timeline, Enrichment Programs will arrange a mandatory travel meeting and set forth the deadline date for all required documents.

### **TRAVEL PAPERWORK**

The following documents are required for travel:

#### Student-Related

- Travel Request Packet (Appendix C)
- Request for Field Trip Approval (Appendix D)
- Student Travel Request (Appendix E)
- Itinerary (Appendix F)
- Student/Housing List (Appendix G)
- Student Travel Expense – Meal Money (Appendix H)
- Acknowledgement of Responsibility and Permission for Student Participation in Field Trip (for each traveling student) (Appendix I)
- Student and Parent Travel Agreement (Appendix J)

#### Employee-Related

- Travel Request and Payment Voucher (for each traveling FBI SD Employee) (Appendix K)
- Fort Bend ISD Request for Absence (Appendix L)
- Copy of Government-Issued ID – for airline reservations only
- MapQuest directions showing mileage – required prior to travel if employee is requesting reimbursement

### **UPON RETURN FROM TRAVEL**

Employees are to submit all documents and original receipts to Enrichment Programs within 10 business days following the trip.

The **Travel Request & Payment Voucher** (Appendix) should be signed by the FBISD employee on the right-hand side of the document AFTER THE TRAVEL OCCURS.

- Meal receipts should be taped to meal summary documents and placed in date order. (Employees are encouraged to keep a scanned copy of all receipts)
- Student list should include signature of all students who received a meal allowance.
- Conference/event receipt and verification of attendance.
- A zero-balance hotel receipt (with no unauthorized charges, such as from the hotel store/restaurant or phone charges)

### **OVERNIGHT TRAVEL AND COMPETITIONS**

- Sponsors are required to hold mandatory student and parent informational meetings prior to the trip. Parents should be provided with a detailed agenda, conduct expectations and emergency contact information.
- Sponsors will submit the following documents to the Enrichment Programs coordinator and appropriate campus administrators 1 week prior to departure:
  - Detailed agenda which reflects all activities for the campus specific students
  - A list of chaperones and assigned students
  - Chaperone contact information
- During non-competition time, students must be with a chaperone at all times.
- Sponsors are required to facilitate whole group meetings at the close of each day.
- Sponsors will conduct room checks in pairs (one male, one female); sponsors will not simply stand at the door and count heads.
- Sponsors will communicate with the Enrichment Programs coordinator immediately if there are issues during the trip.
- Students are not permitted in taxis, ride-share vehicles or other non-competition transportation without an adult and the approval of the advisor.
- Curfew times should align with official trip activities, not allowing excessive free time. Curfew times will be the same for all FBISD students attending the same official trip.
- Students must not enter rooms of other students of the opposite gender.
- Students are not permitted in swimming pools or weight rooms without chaperone supervision.
- FBISD students must not enter rooms of students from other school districts nor should they allow students from other districts into their rooms.
- Chaperones should make good judgments about what establishments they are entering.
- Chaperones are considered “on the job” at all times while chaperoning students. Policies and procedures that apply on campus apply to all areas while representing the district.
- Chaperones are required to travel with a copy of the district student permission travel form for every student on any trip.

**IMPORTANT INFORMATION**

- Upon final approval, the paperwork will be returned to Enrichment Programs for payment processing.
- If a student meal allowance was included, the check will be mailed directly to the chaperone (Enrichment Programs representative, if attending). It is the chaperone's responsibility to cash the check, distribute the money, and obtain appropriate documentation.
- While making in-state purchases, employees should present the Fort Bend ISD Tax Exempt form.
- Employees are required to notify Enrichment Programs and a campus administrator immediately of any discipline, health, or transportation issues.

## FREQUENTLY ASKED QUESTIONS

Q. If a competition occurs locally and parents will drive them to the location, must the sponsor complete Student Travel forms?

A. Yes. The forms will need to be completed.

Q. Do Student Travel forms need to be completed for regional competitions?

A. Yes. The forms will need to be completed.

Q. What happens if the district pays for me to attend an event but I am unable to attend?

A. The employee should notify the Enrichment Programs department immediately if a situation results in them not being able to attend a previously paid function. In the event that an employee does not attend an event funded through Enrichment Programs and does not notify the Enrichment Programs department, the campus administrator and Area Superintendent will be notified. All attempts should be made by the employee to secure district replacement personnel. The district may determine that the employee is responsible for reimbursing Enrichment Programs for all expenses incurred. Occurrences will be handled on a case by case basis.

Q. Can my family travel with me and stay in my room at district funded events?

A. A district employee's first line of responsibility on a school trip is to the students. Employees should exemplify high moral and ethical behavior at all times. In the event that additional family members travel with an advisor/district chaperone/district administrator, only the expenditures associated with the funded traveler will be covered. An adult not serving in the role of district employee, advisor, chaperone or administrator should also be traveling with any minors to ensure their safety.

Q. Do students need to bring picture ID for air travel?

A. For students under the age of 18, no ID is required. Anyone over the age of 18 must provide an approved government-issued ID.

Q. Are checked-bag fees reimbursed?

A. Whenever possible, Southwest Airlines is chosen for district air travel. Two checked bags are included in flight prices, with one carry-on and a small personal item allowed on board with passengers. (Size limits apply) When another airline is used, only 1 checked bag per student or employee is allowed.

Q. Are both male and female chaperones required for student travel?

A. If there are both male and female students attending the competition, both male and female chaperones need to accompany them.

Q. What do I do if a student gets sick while traveling?

- A.
1. Determine the nature and severity of the illness.
  2. Develop a plan of care (return to hotel for rest, transport to Urgent Care/hospital, etc.)
    - If parents are present, they can sign student out of FBISD supervision to care for their child (email to chaperone on official trip stating this is sufficient). If the child recovers, he or she can rejoin the official trip.
    - If parents are NOT present, the chaperone must provide care to ill student.
  3. Contact the student's parents and the Enrichment Programs coordinator.
  4. Follow plan of care.
  5. Follow up with student's parents and the Enrichment Programs coordinator to provide an update.

**ADVANCEMENT TO STATE OR NATIONAL COMPETITION CHECKLIST**

**Notify Enrichment Programs**

- ☐ Notify the Enrichment Programs coordinator in writing with subject *Advancement* within 2 days following qualifying competition. Attach the correct completed form(s) listed below.
  - For district recognition, complete and submit **Student/Team Recognition Form** (Appendix P)
  - For registration to be paid, complete and submit **Notification of Student/Team Advancement to State/National Competition Form** (Appendix B)
  - For travel arrangements to be made, complete and submit **Notification of Student/Team Advancement to State/National Competition Form** (Appendix B)

**Complete Required Travel Forms**

- ☐ **Travel Request Packet.** (Appendix C)
- ☐ **Request for Field Trip Approval** (Appendix D)
- ☐ **Student Travel Request** (Appendix E)
- ☐ **Itinerary** (Appendix F)
- ☐ **Student List** (Appendix G)
- ☐ **Travel Request and Payment Voucher** (Appendix K)

**Gather Student and Parent Information**

- ☐ Ask parents and students to
  - complete **Acknowledgement of Responsibility and Permission for Student Participation in Field Trip Form** -1 form per traveling student (Appendix I)
  - complete **Student and Parent Travel Agreement** (Appendix J)
  - return both forms to you

**Turn In Completed Travel Request Packet and Parent/Student Forms**

- ☐ Turn in completed forms to Enrichment Programs (Admin 304)
  - Required Travel Forms
  - Acknowledgement of Responsibility and Permission for Student Participation in Field Trip Forms
  - Student and Parent Travel Agreements

**Plan Travel**

- ☐ If overnight, assign rooms on the **Student/Housing List** (Appendix G) using the *Room Number* Column
- ☐ Enrichment Programs team will make arrangements for travel and communicate to requestor
- ☐ Pick up check for student meals

**Prior to Travel**

- ☐ Make copies of all travel-related information to take with you, including **Acknowledgement of Responsibility and Permission for Student Participation in Field Trip Forms** (Appendix I)
- ☐ **Student Meal Money**
  - Determine the denomination of bills you will need for ease of distribution to students
  - Cash the check, which is made out to you, at your bank
  - Divide student meal money and seal in envelopes; label with each student's name

### Complete Competition-related Travel

- ☐ Distribute meal money to each student, securing a signature on the **Student Travel Expense – Meal Money Form** (Appendix H); retain form
- ☐ At Texas hotels, be sure to present the **Texas Hotel Occupancy Exempt Form** (Appendix M)
- ☐ At hotel, request paid services be turned off on room telephones
- ☐ At hotel, remind students that nothing may be charged to rooms (food, snacks, etc.); such items should be paid for at point of sale (in the hotel restaurant, at the hotel snack bar, etc.)
- ☐ At hotel checkout, collect a **zero-balance** receipt for each room, ensuring no unauthorized charges appear on the bill
- ☐ Collect and save all original, itemized meal, parking, tolls, onsite registration and fuel receipts for reimbursement; no alcoholic beverages should appear on receipt (Personal items, taxes, and tips are not reimbursed)
- ☐ Sign and date the **Travel Request and Payment Voucher** (Appendix K) in the *Authorization for Reimbursement* area on the right side of form
- ☐ Complete and turn in **Travel Expenses Form** (Appendix O) and supporting documents to Enrichment Programs within *10 business days* following the trip

### Request Post-Competition Recognition

- ☐ Complete and submit **Student/Team Recognition Form** (Appendix P) to Enrichment Programs



**STUDENT/TEAM ADVANCEMENT TO STATE/NATIONAL COMPETITION**

Complete this form if individual students and/or teams have fulfilled all requirements to advance to state, national or global competition, and FBISD is being asked to fund registration, travel (ground or air), lodging, and/or meals.

(Please Print)

**Name of Person Completing Form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sponsor/Coach/Team Manager:** \_\_\_\_\_  
(If different from above)

**Enrichment Program:** \_\_\_\_\_

**Qualifying Event:** \_\_\_\_\_ **Date of Qualifying Event:** \_\_\_\_\_

**Advancing to** (circle one): **STATE / NATIONAL / GLOBAL OR INTERNATIONAL**

**Competition Information**

Name and Location:	Date(s):
Cost of Registration:	Registration Website:
Additional Information:	

**Chaperones:**

**Male:** \_\_\_\_\_ **Campus:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Female:** \_\_\_\_\_ **Campus:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Last Name	First Name	Campus	Student ID	Team Name (if applies)

## TRAVEL REQUEST PACKET

Submit 1 packet per campus with all required documentation to Davida Alexander, Enrichment Programs, Admin 304

### EVENT / ACTIVITY

CAMPUS	<input type="text"/>	EVENT	<input type="text"/>
ORGANIZATION	<input type="text"/>	LOCATION	<input type="text"/>
SPONSORED BY	<input type="text"/>		
PURPOSE/ EDUCATIONAL VALUE	<input type="text"/>		

DEPART DATE	<input type="text"/>	DEPART TIME	<input type="text"/>	AM/PM
RETURN DATE	<input type="text"/>	RETURN TIME	<input type="text"/>	AM/PM

### TRAVELER(S) INFORMATION

TYPE	<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> STUDENT(S)	CLASS / GRADE LEVEL	<input type="text"/>
SPONSOR EMAIL	<input type="text"/>	# OF ADULTS	<input type="text"/>
CELL PHONE	<input type="text"/>	# OF MALE STUDENTS	<input type="text"/>
	<input type="text"/>	# OF FEMALE STUDENTS	<input type="text"/>
ASSIST. SPONSOR	PROFESSIONAL/PARAPROFESSIONALS	PARENTS	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### TRANSPORTATION

TYPE #1	<input type="text"/>	FORM#1	<input type="text"/>
TYPE #2	<input type="text"/>	FORM#2	<input type="text"/>

IF PRIVATE VEHICLE, PROVIDE DETAILS

---

### LODGING

☐ Is this overnight?

HOTEL

PHONE

ADDRESS

CITY/ ST/ ZIP

---

### FUNDING

STUDENT FUNDS

EST. COST TO STUDENT

ACTIVITY BUDGET

EST. COST TO CAMPUS

REGULAR BUDGET

EST. COST TO DISTRICT

---

### ADMINISTRATION SIGNATURES

PRINCIPAL \_\_\_\_\_

APPROVED  
☐

DENIED  
☐

SEL & EP DIRECTOR \_\_\_\_\_

APPROVED  
☐

DENIED  
☐

SUPT (AREA) \_\_\_\_\_

APPROVED  
☐

DENIED  
☐

SUPERINTENDENT \_\_\_\_\_

APPROVED  
☐

DENIED  
☐

---

### ADDITIONAL DOCUMENTS

☐ ADDITIONAL PAYMENT VOUCHERS (if necessary) EVENT

☐ AGENDA

☐ EVENT REGISTRATION INVOICE

☐ HOUSING FORM (required for all overnight travel)

☐ GOVERNMENT ISSUED IDENTIFICATION (required for air travel only,  
18 YEARS AND OLDER)

Copy multiple IDs on 1 page

## APPENDIX D

EFD-E-1

### REQUEST FOR FIELD TRIP APPROVAL

Date of field trip: \_\_\_\_\_

Destination of field trip: \_\_\_\_\_

Instructional purpose of field trip and its relationship to the curriculum

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---

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---

---

Teacher and class/grade \_\_\_\_\_

Number of students \_\_\_\_\_ Number of Adults \_\_\_\_\_

Cost to school \$ \_\_\_\_\_ Cost to Student \$ \_\_\_\_\_

Departure time \_\_\_\_\_ a.m. or p.m. (circle one)

Return time \_\_\_\_\_ a.m. or p.m. (circle one)

-----

#### FOR OFFICE USE ONLY

Approved

Denied

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent's Signature

8/09

**APPENDIX E**  
**STUDENT TRAVEL REQUEST**

**FMG-E-2**

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
ORGANIZATION/CLUB

\_\_\_\_\_  
SPONSOR/COORDINATOR

EVENT/ACTIVITY: \_\_\_\_\_

SPONSORED BY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE(S): \_\_\_\_\_ TIME(S) OF EVENT(S): \_\_\_\_\_

PURPOSE/EDUCATIONAL VALUE: \_\_\_\_\_

OVERNIGHT: YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, an itinerary form MUST be included with this request.

NUMBER OF STUDENTS ATTENDING: Boys \_\_\_\_\_ Girls \_\_\_\_\_

CHAPERONES:

Professionals

Paraprofessionals

Parents

_____	_____	_____
_____	_____	_____
_____	_____	_____

TRANSPORTATION: (please check one):

District Supplied \_\_\_\_\_ Private Vehicle \_\_\_\_\_

If a private vehicle is to be used, please provide details \_\_\_\_\_

FUNDING: (check appropriate funding): Regular Budget \_\_\_\_\_ Activity Budget \_\_\_\_\_ Student Funds \_\_\_\_\_

ACCOUNT NUMBER(S):

Regular \_\_\_\_\_

Activity \_\_\_\_\_

APPROXIMATE COST TO THE DISTRICT: \$ \_\_\_\_\_ TO THE STUDENT: \$ \_\_\_\_\_

SPONSOR: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ASSISTANT SUPERINTENDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED 1/12/2009

## APPENDIX F

### ITINERARY

FMG-E-3

Organization \_\_\_\_\_ School \_\_\_\_\_

Date \_\_\_\_\_ Sponsor \_\_\_\_\_

Location of Activities \_\_\_\_\_

Leaving School (time) \_\_\_\_\_ Date \_\_\_\_\_

Estimated Arrival (time) \_\_\_\_\_ Date \_\_\_\_\_

#### LODGING

Hotel/Dorm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#### ACTIVITY SCHEDULE

Day 1: \_\_\_\_\_

\_\_\_\_\_

Day 2: \_\_\_\_\_

\_\_\_\_\_

Day 3: \_\_\_\_\_

\_\_\_\_\_

Day 4: \_\_\_\_\_

\_\_\_\_\_

Day 5: \_\_\_\_\_

\_\_\_\_\_

Leaving Activity Site (time) \_\_\_\_\_ Date \_\_\_\_\_

Returning to School (time) \_\_\_\_\_ Date \_\_\_\_\_

SPONSOR: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED 1/12/2009

## STUDENT/HOUSING LIST

Sponsor\_\_\_\_\_

Campus\_\_\_\_\_

Event Name\_\_\_\_\_

List the information for each traveling student. (Please print)

If this is overnight travel, please complete the Room Number column, assigning the same number for 2-4 students of the same gender and general age, for example, if there are 4 female and 2 male middle school students traveling, all 4 girls would have a "1" for room number, and both boys would have "2" for room number.

Contact Davida Alexander at [Davida.Alexander@fortbendisd.com](mailto:Davida.Alexander@fortbendisd.com) or 281-634-1384 if there are questions.

Last Name	First Name	Student ID	Student DOB mm/dd/yyyy	M/F	Room Number

### STUDENT TRAVEL EXPENSE – MEAL MONEY

Sponsor/Coach/Team Manager\_\_\_\_\_

Event Name\_\_\_\_\_

Students receive \$8.00 cash per meal and must sign with full signature when receiving this amount.

	Student Last Name, First Name	Meal Allowance	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
	TOTAL:		



## APPENDIX I

EFD-E-2

### ACKNOWLEDGEMENT OF RESPONSIBILITY AND PERMISSION FOR STUDENT PARTICIPATION IN FIELD TRIP

Student Name: \_\_\_\_\_

Field Trip and/or Activity: \_\_\_\_\_

Your child has the opportunity to participate in a school-sponsored activity. Please complete this form to provide the field trip/activity leaders with information relating to your child.

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

List any physical limitations (temporary or permanent):

List any current medications (prescribed or over the counter) taken:

List any allergies including reactions to medications, food, insects, and environment:

Name of child's physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance company: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

#### ACKNOWLEDGEMENT OF RESPONSIBILITY

My signature below indicates that I give my child permission to participate in this activity, to have any medications administered that would normally be given at school, and that I authorize any needed emergency medical treatment. I also acknowledge that I have been informed that Fort Bend Independent School District has immunity from any liability. Transportation, if provided, will be by school bus or commercial carrier.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency contact person:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

08/09

### STUDENT AND PARENT TRAVEL AGREEMENT

While traveling with FBISD Enrichment Programs, students are representing themselves, campuses and the school district. All district policies and procedures apply throughout the duration of travel. In addition to following the FBISD Student Code of Conduct, students will adhere to the expectations outlined below.

I, \_\_\_\_\_, as part of the \_\_\_\_\_ program, understand that I am representing myself, my campus, and the school district. I understand and agree to the statements below:

Student Initials	Parent Initials	Statements
_____	_____	During non-competition time, I will remain with my assigned adult chaperone at all times.
_____	_____	I will remain in a group of two or more FBISD students at all times.
_____	_____	I will not ride in a taxi, Uber or other non-competition related transportation vehicle without an FBISD adult chaperone.
_____	_____	I will adhere to the FBISD curfew set for the day.
_____	_____	I will not enter a hotel room with students of the opposite gender.
_____	_____	I will not enter a hotel room of a non-FBISD student.
_____	_____	I will not allow students from other school districts to enter my room.
_____	_____	I understand that I am not allowed to have any deliveries to my room without my chaperone's permission.
_____	_____	In the event that I am not feeling well, I will notify my advisor / teacher immediately.
_____	_____	I understand that if I am sent home for any reason prior to the end of the trip, expenses associated with the additional travel will be the responsibility of my legal guardian.
_____	_____	I understand that if I am disqualified for any reason, I will be sent home.
_____	_____	If I do not travel for any reason, I understand that I am required to reimburse FBISD any fees associated with the trip that are non-refundable.
_____	_____	I understand that a hold will be placed on my student account until such time that all fees are reimbursed to the district.

_____ Student Signature	_____ Student ID	_____ Student Mobile Phone
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_____ Parent Signature	_____ Date	_____ Parent Mobile Phone
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**APPENDIX K**  
**FORT BEND INDEPENDENT SCHOOL DISTRICT**  
**TRAVEL REQUEST AND PAYMENT VOUCHER**

DEE-E-1

**Budget Code** \_ \_ \_ - \_ \_ - **6411** - \_ \_ - \_ \_ \_ - \_ \_ - \_ \_ \_  
**Budget Code** \_ \_ \_ - \_ \_ - **6399** - \_ \_ - \_ \_ \_ - \_ \_ - \_ \_ \_

**PS Employee ID #**

**TRAVEL INFORMATION**

<b>Name</b>			<b>Estimate</b>		<b>Actual</b>	
			<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>
<b>Title</b>	<b>Campus</b>	<b>Departure</b>		AM/PM		AM/PM
<b>Destination</b>		<b>Return</b>		AM/PM		AM/PM

**Description of Trip**

**REIMBURSEMENT INFORMATION**

<b>Comments:</b>	<b>Estimated Amount</b>	<b>Actual Amount (PO or Voucher# Required on Prepayments)</b>	<b>Accounting Use</b>
Registration Fees (Itinerary and Proof of Attendance Required)			
Airfare (Receipts Required)			
Lodging (Itemized Receipt Required) Rate per night: \$ _____ (Approval if more than \$175: _____)			
Meals: Actual Cost not to Exceed \$44/Day \$22/Half-Day			
Mileage: # of miles _____ x \$.58 (Attach MapQuest)			
Parking (Original Receipts Required)			
Ground transportation (Original Receipts Required)			
Other (ex. Tolls, Gas, Student Meal Advance, etc.)			
Supplies & Materials (Reimbursement Form Required)			
Total Expenses Incurred			
Advance Requested		(                    )	(                    )
Reimbursement due to Employee			
Refund due to District*			

\* If cash advance exceeds expenses incurred, please attach your personal check for the difference.

\* Breakdown of meal expenses: \$10 Breakfast, \$12 Lunch, and \$22 Dinner

**RECOMMENDED WEBSITES:**

**HOTELS/AIRFARE/CAR RENTAL:** [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=17943](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943)

**MILEAGE:** MapQuest Only

<b>AUTHORIZATION FOR TRAVEL</b>	<b>AUTHORIZATION FOR REIMBURSEMENT</b>
Employee	I have incurred the amounts shown on this statement for necessary expenses on behalf of Fort Bend ISD.
	I certify that the <b>actual expenses</b> incurred on this trip are true and accurate.
	I certify that I have not been reimbursed from any other entity, fund, or other means through the district or any other vendor.
Budget Manager	Employee _____
	Budget Manager _____
Cabinet Approval (Out of State Travel)	

01/2018

# Fort Bend ISD Request for Absence Professional/Paraprofessional Employees

(NOTE - This form is not to be used for State Sick (ST) and Local Sick (LSL) days.)

Name: \_\_\_\_\_ PeopleSoft Employee ID: \_\_\_\_\_  
                     Last name                      First name

Campus/Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

**All absences must be entered in absence reporting system.** Before completing this form, employees must enter their absence to receive a job number. Failure of an employee to enter an absence may result in disciplinary action.

All professional/paraprofessional employees must complete this form when requesting an absence from the list below. These absences require pre-approval from employee's supervisor. Requests for personal leave shall be considered on a first-come, first-served basis.

LPL	Local Personal Leave (requires minimum five-day advance notice)
STPB	State Personal Leave (requires minimum five-day advance notice)
ND	Non-Duty Day
MD	Military Duty (supporting documentation must be attached to this form)
JD	Jury Duty (supporting documentation must be attached to this form)
SB - Other*	Testing, Committee Work, etc. (supporting documentation must be attached to this form)
SB - Prof. Dev.*	Conferences, Workshops (supporting documentation must be attached to this form)
SB - Sponsor*	Coaching, UIL, Other Student Groups (supporting documentation must be attached to this form)
PTO	Paid time off

Aesop Job #	Date (One day per line)	Full/Half Day	Reason Code	Approved Prin/Supv Initials	Not Approved** Prin/Supv Initials
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I hereby certify that the above statements are true and correct.

Date \_\_\_\_\_ Employee's Signature: \_\_\_\_\_  
 Date \_\_\_\_\_ Principal/Supervisor's Signature: \_\_\_\_\_

\* SB absences (all 3 categories) are monitored by principals/supervisors, HR, and DOSA.

\*\* Unapproved absences must be deleted in Aesop by the employee within 24 hours from the date of the absence or the employee will be charged an absence for that day.

**See page two for personal leave requirements.**

Print Form

Original - Campus/Department Verifier

Copy - Employee and Principal/Supervisor

July 2017 DE

# Instructions for Requesting/Reporting an Absence

## Policy DEC(LOCAL)

Requests for use of personal leave must be submitted to the employee's immediate supervisor or designee as soon as practicable, but no later than five days prior to the anticipated absence.

Discretionary use of state (STPB) and local (LPL) personal leave shall not exceed three consecutive workdays, except in extenuating circumstances and with the approval of the Superintendent or designee.

No more than a total of ten leave days, including any combination of state (STPB) personal or local (LPL) personal days may be used in each school year (July 1 through June 30).

Employees have the option to charge their absence(s) to either local or state leave as appropriate.

No more than ten percent of the total staff of a school or department that exceeds ten people may be on personal leave at the same time.

The use of state or local personal leave shall not be allowed in the following circumstances:

1. The first day of school or the day before a school holiday.
2. The last day of school or the day after a school holiday.
3. Days scheduled for end-of-semester or end-of-year exams.
4. Days scheduled for state-required assessments.
5. Professional or staff development days.
6. The last teacher workday of the school year.
7. Any other time the principal/supervisor determines that the employee's presence is critical to the instructional program or the operation of the school/department.

NOTE: Additional leave/absence information is in the FBISD Employee Handbook and in Policy Online.

## APPENDIX M



### Texas Hotel Occupancy Tax Exemption Certificate

*Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.*

Name of exempt entity <b>Fort Bend Independent School District</b>	Exempt entity status (Religious, charitable, educational, governmental) <b>Educational</b>
Address of exempt organization (Street and number) <b>16431 Lexington Blvd</b>	
City, State, ZIP code <b>Sugar Land, TX 77479</b>	

**Guest certification:** I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature 	Date

#### Exemption claimed

*Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.*

- ☐ **United States Federal Agencies or Foreign Diplomats.** *Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.*
- ☐ **Texas State Government Officials and Employees.** *(An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.*
- ☐ **Charitable Entities.** *(Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.*
- ☒ **Educational Entities.** *Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.*
- ☐ **Religious Entities.** *(Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.*
- ☐ **Exempt by Other Federal or State Law.** *Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.*

**Permanent Resident Exemption (30 consecutive days):** An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

*Hotels should keep all records, including completed exemption certificates, for four years.*

**Do NOT send this form to the Comptroller of Public Accounts.**

## APPENDIX N

01-339 (Back)(Rev.7-10/7)



# Texas Sales and Use Tax Exemption Certification

*This certificate does not require a number to be valid.*

Name of purchaser, firm or agency <b>Fort Bend Independent School District</b>	
Address (Street & number, P.O. Box or Route number) <b>16431 Lexington Blvd</b>	Phone (Area code and number) <b>281-634-1050</b>
City, State, ZIP code <b>Sugar Land, TX 77479</b>	
<b>Texas Sales Tax Exempt #17460252533</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller:

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

**Items necessary for the operation and maintenance to public education system.**

Purchaser claims this exemption for the following reason:

**Public Education**

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser <b>sign here</b> <i>Erica Duplechain</i>	Title Director Business & Finance	Date 1/14/2021
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

## EMPLOYEE TRAVEL EXPENSES

\_\_\_\_\_  
(Employee Name)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date of Travel							
Breakfast							
Lunch							
Dinner							

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date of Travel							
Breakfast							
Lunch							
Dinner							

In the breakfast, lunch and dinner boxes for each day, mark the amount if you have a meal receipt for reimbursement. FBISD does not reimburse taxes or tips.

If you were provided a meal by a vendor, hotel or another source, mark an X.

A deduction of \$10 (breakfast), \$12 (lunch) and/or \$22 (dinner) will be made for the meals that were provided for you.

Tape your itemized receipts to blank pages, please use a different sheet for each day. You will only be reimbursed for the receipts that you turn in. Make sure these are itemized receipts.

**Upon your return, turn in the items below to Enrichment Programs within 10 business days.**

- FBISD Travel Request and Payment Voucher form
  - Actual Amount column completed and totaled
  - Your signature in the Authorization for Reimbursement section
- Itemized hotel receipt with a \$0 balance
- Itemized meal receipts
- MapQuest printout of mileage (home and campus)
- Parking receipts
- Other receipts



### STUDENT/TEAM RECOGNITION

Complete this form if you would like students recognized for participation in Enrichment Program events. Information will, if requirements are met, be submitted for FBISD website, FBISD Twitter, and Board of Trustees Recognition. You will be notified of the date the Board of Trustees will recognize the student(s) at an upcoming board meeting.

A clear, composed photo may be attached for inclusion. Include names of those pictured and indicate any missing team members. (Please Print)

**Name of Person Completing Form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Sponsor/Coach/Team Manager:** \_\_\_\_\_  
(If different from above)

**Enrichment Program:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Location:** \_\_\_\_\_

**Reason for Recognition:** \_\_\_\_\_

**Recognition Requested:** \_\_\_\_\_ **Website** \_\_\_\_\_ **Twitter** \_\_\_\_\_ **Board of Trustees\***

#### Identifying Information:

List the name(s) of students and sponsors/coaches/team managers being recognized. If there is an accompanying photo, please list names in the order that they appear. Note if not pictured.

Name	Campus	Student or Sponsor?	Pictured?	Team Name (if applies)

\* Because there is limited time available at School Board Meetings, recognitions must be limited to those that meet one of the following criteria:

- 1) Placing first, second or third at a state or national competition
- 2) Being honored at the state or national level for exceptional achievement



APPENDIX Q

Fort Bend ISD Non-Employee Reimbursement Request Form  
SEL & Enrichment Programs

NON-EMPLOYEE REIMBURSEMENT REQUEST

Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Requestor: \_\_\_\_\_

Circle One:      Parent / Team Manager / Sponsor / Other: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Reason for reimbursement request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list each expense, amount and total below. *Submit all supporting receipts with this form.*

Description	Amount

Total: \_\_\_\_\_

Once approved, a check will be mailed to you via the US Postal Service.

### BEHAVIOR CONTRACT

Volunteers and Parent Supporters are vital to student success. They model for all students the attributes of Profile of a Graduate in their communication, interactions and mannerisms. In addition to following the FBISD Volunteer Code of Ethics, volunteers and parent supporters observe the expectations outlined below.

I, \_\_\_\_\_, understand that my role is one of support to the students of FBISD. I understand and agree to each of the statements listed below. (Please initial each line.)

I will:

- \_\_\_\_\_ always remember that student safety is the first priority.
- \_\_\_\_\_ adhere to all program/district rules and timelines.
- \_\_\_\_\_ display respectful, fair and supportive conduct toward all students.
- \_\_\_\_\_ display respectful, fair and supportive conduct toward other parents/volunteers.
- \_\_\_\_\_ display respectful, fair and supportive conduct toward district employees.
- \_\_\_\_\_ be responsible for my scheduled times and commitments, notifying my team, the VIPS Campus Coordinator and/or school staff immediately if not able to do so.
- \_\_\_\_\_ respect the authority of school staff and administration.
- \_\_\_\_\_ not discuss school matters or information concerning students outside the program/activity with anyone but the designated school staff/team manager.
- \_\_\_\_\_ discuss matters for which I need assistance professionally with the designated school staff/team manager.
- \_\_\_\_\_ favor no one side or party more than another in all school/program situations.
- \_\_\_\_\_ not let my personal feelings enter into my work as a volunteer.
- \_\_\_\_\_ shall dress appropriately, always remembering that I am setting an example for the students.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Enrichment Program and/or Team Affiliation










\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mobile Phone Number

\_\_\_\_\_  
Date

**REQUEST FOR PROGRAM SUPPORT  
APPLICATION PROCESS**

Thank you for your interest in FBISD Enrichment Programs. The mission of this department is to provide deep and relevant learning experiences and engaging Enrichment Programs to students who achieve at high levels or who have the potential to do so. All FBISD students have the opportunity to select advanced programming in their areas of interest. Although there are many academic competitions available to students, the district is able to provide support to a select number. Currently, supported programs include:

<b>Academic Decathlon</b>  	<b>National History Day</b>  	<b>Speech &amp; Debate</b>  
<b>Academic Octathlon</b>  	<b>Robotics</b>  	<b>Spelling Bee</b>  
<b>Destination Imagination</b>  	<b>Science Fair</b>  	<b>UIL Academics UIL A+ Academics</b>  

Applications and supporting documents for district support of programs not listed above will be accepted yearly during an open submission window and undergo a review process by committee. Read below for the application and review process:

- **Who can apply?**
  - Any FBISD staff member can apply. A staff member may apply on behalf of students on their campus.
- **What support is available?**
  - Support includes but is not limited to registration payments, travel (includes transportation, lodging and meals) and/or materials (study guides, preparation materials).
  - Typically support is provided for advancement beyond the regional level of competition.

- **What types of programs are likely to be supported?**
  - Programs for academic competitions that serve the best educational interests of students.
  - Programs that are not currently supported by a similar program.
  - State and/or nationally recognized programs with neutral criteria for advancement.

## REQUEST FOR PROGRAM SUPPORT

- **How do I apply?**
- The application is an online form. The form that follows on the next page is intended to assist applicants in gathering information needed before completing the online application. No paper forms are accepted. Any supporting documents are submitted via email.
- **When are applications due?**
- Applications are accepted February 1 – March 15.
- Applications submitted after March 15 will be considered in the next submission window.
- **What is the review process?**
- Applications are completed and submitted by an FBISD staff member. (The application indicates campus principal review and support status.)
- Applications are scored by a review committee using the Enrichment Programs Request for Program Support Rubric.
- Decisions for support are dependent upon several factors, including similar supported programs, educational purpose, sustainability and budget.
- **When will applicants be notified of the decision?**
- Applicants are notified by May 1.
- **What is the appeals process?**
- If an application has been denied and applicant wishes to appeal,
- Applicant completes and submits the Enrichment Programs Request for Program Support Appeal Request Form within 5 business days of denial notification.
- Appeals are reviewed by an FBISD Assistant Superintendent, whose decision is final.
- Appeal decision notifications are sent within 45 days of the appeal's submission.
- **When are programs funded?**
- Programs approved for support will receive funding the following school year (i.e. those submitted and approved in May 2023 would receive funding in school year 2023-2024).
- **Who can answer questions regarding the process?** Davida Alexander, Coordinator of Enrichment Programs [Davida.Alexander@fortbendisd.com](mailto:Davida.Alexander@fortbendisd.com) 281-634-1384

## REQUEST FOR PROGRAM SUPPORT APPLICATION

This form is intended to assist applicants in gathering information needed before completing the online application. No paper forms are accepted. Any supporting documents are submitted via email.

Name of Requestor:	Date of Application:
Campus:	Title:
Email:	Telephone:
Campus Principal:	Principal's Consent?
Program/Project Name:	
Website:	
What kind of competition is this? (i.e. math, speech, coding, etc):	
Requesting funds for: _____ Registration _____ Program/Study Materials _____ Travel, Food, Lodging _____ Other: _____	
Approximate total per year for program (per campus): _____	
Requesting funds for: _____ State Competition _____ National Competition	
Student Impact: Grade Level(s): _____ Potential Number of Students Served: _____	

### Type of request

<input type="checkbox"/>	This is an IMMEDIATE, SHORT TERM (One-time) Support Request
<input type="checkbox"/>	This is a LONG TERM, RECURRING Support Request

Please provide the following narrative information as designated below. Digitally submit (via email) supporting documentation.

**I. Description of Program/Competition:** Briefly describe the program/competition, including any requirements of participation.

**II. The Educational Purpose and Need:** What is the educational purpose and specific need(s) that the program will meet in FBISD? What will change as a result of the district supporting this program? How does this program serve the best interest of FBISD students? How does this program support the Profile of a Graduate attributes?

### III. Program Activity:

- How will the program meet these needs, and how will program success be measured?
- What is the process of student advancement through competition?

### IV. Related Support:

- Does FBISD currently support a program with a similar focus?
- If yes, which one? \_\_\_\_\_
- What does the program for which you are requesting support provide that the current one does not?

**V. Growth and Sustainability:** Discuss potential district growth and sustainability of the program.

**VI. Complete the online form and submit supporting document(s) via email:**

Complete the online form: <a href="#">Request for Program Support</a> (February 1 – March 15)	Email supporting document(s): <a href="mailto:EnrichmentPrograms@fortbendisd.com">EnrichmentPrograms@fortbendisd.com</a>
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**VII. Acknowledgement:** I understand I will be notified by May 1st of the decision. Further, I understand that approved support will begin the following school year (i.e. those submitted and approved in May 2022 would be supported in school year 2022-2023)

## REQUEST FOR PROGRAM SUPPORT RUBRIC

Criteria	1 Point	3 Points	5 Points
<b>Educational Purpose and Need</b>	There is no obvious educational purpose. Need is not clearly defined and/or is not true to district. Not tied to Profile of a Graduate competencies.	Educational purpose is clear. Program offers some unique service or caters to a specific student clientele. Some mention of Profile of a Graduate competencies.	Educational purpose is clear. Program has the ability to meet identified, valid needs. Program objectives are aligned with district goals and clearly support the Profile of a Graduate competencies.
<b>Program Activity</b>	No student advancement based upon neutral criteria. No plan for measurement of program success.	Students advance based upon neutral criteria. There is a plan for measurement of program outcome success although not clear/complete.	Students advance based upon neutral criteria. There is a clear plan for measurement of program outcome success.
<b>Related Support</b>	Program is redundant of other district efforts. Only small variances occur.	Program is mostly dissimilar from other district-supported programs. There is some overlap or similarity.	Program is markedly dissimilar from other district-supported programs. There is no overlap or similarity.
<b>Impact/Anticipated Results</b>	Program support is transactional in nature. There is limited district impact, affecting only certain students.	Program serves a moderate number of students across the district. Successful implementation leads to changes in individual students' lives.	Program serves a large number of students across the district. Successful implementation potentially leads to permanent positive changes in students' lives and the FBISD community. Program is transformational in nature.
<b>Growth and Sustainability</b>	Requestor is concerned with and/or is struggling to cover current expenses. Insufficient effort and energy have been devoted to creating a long-term action plan for change and progress. District is the sole funding source now and in the foreseeable future.	Requestor has a moderately diverse funding stream, recognizes the need for other sources of support, and is actively engaged - with the direction and full support of campus leadership - in fundraising efforts.	Requestor has a solid, diversified fundraising plan in place. Requestor is involved in keeping current with program rules and procedures and shares a clear plan for growth of the program in the district. District is one of several funding sources.
<b>Financial Considerations</b>	Program-related costs are prohibitive and not sustainable.	Program-related costs are reasonable, funding request is appropriate.	Program-related costs are reasonable and substantiated with documentation. Cost sharing is planned and stated in application.
<b>Overall Score</b>	This program should not be supported.	This program should receive limited funding.	This program should be funded.



# **REQUEST FOR PROGRAM SUPPORT APPEAL REQUEST**

Name of Requestor:	Date of Original Application: Date of Denial Notification: Date of Appeal Submission:
Campus:	Title:
Email:	Telephone:
Program/Project Name:	
Website:	
What kind of competition is this? (i.e. math, speech, coding, etc):	
Requesting funds for: ___ Registration ___ Program/Study Materials ___ Travel, Food, Lodging	
Requesting funds for: ___ State Competition ___ National Competition	
Number of Students Supported/Impacted: _____	

## **Type of request**

<input type="checkbox"/>	This is an IMMEDIATE, SHORT TERM (One-time) Support Request
<input type="checkbox"/>	This is a LONG TERM, RECURRING Support Request

Please explain why you disagree with the denial and provide any additional supporting information:  
(Note: No additional supporting documents accepted or considered for appeals.)

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I understand my appeal will be reviewed by an FBISD Assistant Superintendent, whose decision is final. I will be notified of this decision within 45 days of the appeal's submission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit this form via email to: [EnrichmentPrograms@fortbendisd.com](mailto:EnrichmentPrograms@fortbendisd.com)

**ENRICHMENT PROGRAMS WEBSITE LINKS**

Enrichment Programs links are listed here for your convenience. They are current as of the date posted. Efforts were made to ensure broken links do not exist on this page, however, links to other Internet sites may have changed or no longer exist. If you encounter a broken link, please report it to [Davida.Alexander@fortbendisd.com](mailto:Davida.Alexander@fortbendisd.com).

<b>Enrichment Program</b>	<b>Website Name</b>	<b>Website Link</b>
All FBISD -Supported Programs	FBISD SEL & Enrichment Programs	<a href="https://www.fortbendisd.com/domain/3056">https://www.fortbendisd.com/domain/3056</a>
Academic Decathlon	Texas Academic Decathlon	<a href="http://www.txacadec.org/">http://www.txacadec.org/</a>
Academic Decathlon	United States Academic Decathlon	<a href="https://www.usad.org/">https://www.usad.org/</a>
Academic Octathlon	Texas Academic Decathlon - Octathlon	<a href="http://www.txacadec.org/octathlon.html">http://www.txacadec.org/octathlon.html</a>
Destination Imagination	Gulf Coast Destination Imagination	<a href="http://www.gulfcoastdi.com/">http://www.gulfcoastdi.com/</a>
Destination Imagination	Texas Destination Imagination	<a href="http://texasdi.org/">http://texasdi.org/</a>
Destination Imagination	Destination Imagination	<a href="http://idodi.org/">http://idodi.org/</a>
History Day	Texas History Day	<a href="https://tshaonline.org/education/students/texas-history-day/75">https://tshaonline.org/education/students/texas-history-day/75</a>
History Day	National History Day	<a href="https://www.nhd.org/">https://www.nhd.org/</a>
Robotics	UIL Robotics	<a href="https://www.uiltexas.org/academics/stem/robotics">https://www.uiltexas.org/academics/stem/robotics</a>
Robotics	BEST	<a href="https://www.bestrobotics.org/site/">https://www.bestrobotics.org/site/</a>
Robotics	FIRST	<a href="https://firstintexas.org/uil/">https://firstintexas.org/uil/</a>
Science Fair (Secondary)	Science and Engineering Fair of Houston	<a href="http://www.sefhouston.org/">http://www.sefhouston.org/</a>
Science Fair (Secondary)	Texas Science and Engineering Fair	<a href="https://txsef.tamu.edu/">https://txsef.tamu.edu/</a>
Science Fair (Secondary)	International Science & Engineering Fair	<a href="https://www.societyforscience.org/international-science-and-engineering-fair">https://www.societyforscience.org/international-science-and-engineering-fair</a>
Speech & Debate	Texas Forensics Association	<a href="https://www.txfa.org/">https://www.txfa.org/</a>
Speech & Debate	National Speech & Debate Association	<a href="https://www.speechanddebate.org/">https://www.speechanddebate.org/</a>
Spelling Bee	Houston Public Media Spelling Bee	<a href="https://www.houstonpublicmedia.org/education/spelling-bee/">https://www.houstonpublicmedia.org/education/spelling-bee/</a>
UIL Academics	UIL Academics	<a href="https://www.uiltexas.org/academics">https://www.uiltexas.org/academics</a>
UIL A+ Academics	UIL Academics	<a href="https://www.uiltexas.org/aplus">https://www.uiltexas.org/aplus</a>