

Receipts for all expenditures must be attached to the expense voucher. Submit receipts for motel expense, meals, car rental, gas, fees, tickets and any other expenditures. If you are traveling in Texas, we are tax exempt. Please be sure taxes are excluded from receipts. **Bring your receipts, (tips should be listed on receipts and should not exceed 20%) expense voucher, and money, in person, to the athletic office within 5 working days, following the trip. Do not return travel packets through the school mail.** Rental cars and vans should be returned filled with gasoline.

RELEASE TIME FOR SCOUTING

A maximum of two coaches from any high school will be allowed out-of-town trips to scout football games when school time is involved. Two scouts will be allowed for football playoff games and one for basketball, volleyball, baseball, and softball. When scouting trips require a coach to be absent from teaching duties, a substitute will be allowed as determined by the athletic director. Athletics will fund scouting trips per week as follows:

Football	\$250.00
Other	\$150.00

AWARDS/LETTERING STANDARDS Jan. 31, 2007

Subchapter 0, Section 480, (a) (1) -- Texas University Interscholastic League Contest Rules: *"Awards Schools May Give.* A participating school district may give an award not to exceed \$70 in value to a student during that student's high school enrollment at the same school for participation in UIL interschool competition(s) listed in Section 380. Each year a participant school or member school district may present additional awards, not to exceed \$10 each, for participation in each additional interschool activity listed in Section 380.

Each head athletic coach and sponsor of an extracurricular activity will establish and distribute definite criteria for lettering standards. Students shall be informed of the lettering standards prior to the competitive season. In addition to the lettering standards, each student must compete at the varsity level and complete the season of the activity and/or sport or have a valid excuse approved by the coach/sponsor and principal/designee.

Awards shall be given in accordance with administrative regulations as follows [FG (REGULATION)]:

1. In order to be eligible to receive an award, the student must have the approval of the principal and the coach of the particular sport.
2. Students may receive one athletic award sweater or jacket with a letter for his or her high school career. A student may receive a major and minor award for the same activity in the same school year. Each year a student may receive an additional award for each school. This award may not exceed the UIL \$10.00 limit.
3. Students earning awards in non-varsity sports will be given certificates.
4. Sweaters or jackets will be purchased on bid, which will specify that the price will not exceed the UIL standard.
5. The total amount spent for one athlete for any one year shall not exceed the UIL standard for sweater or jacket and symbolic award.

6. No assembly shall be held for presentation of the athletic award.
7. No parent or organization shall be permitted to purchase awards for athletic teams of the District.
8. There shall be no deviation from the original awards list turned in to the athletics office.

Basketball

The maximum number who may receive awards will be 12 squad members and a manager.
The maximum number who may receive letter jackets will be 7.

Football

The maximum number who may receive awards will be 33 squad members and a manager.
The maximum number who may receive letter jackets will be 20.

Track

The maximum number who may receive awards will be 20 squad members and a manager.
The maximum number who may receive letter jackets will be 10.

Cross Country

The maximum number who may receive awards will be 14 squad members (7 boys, 7 girls) and one manager.
The maximum number who may receive letter jackets will be 8 (4 boys, 4 girls).

Baseball

The maximum number who may receive awards will be 15 squad members and a manager.
The maximum number who may receive letter jackets will be 8.

Wrestling

The maximum number who may receive awards will be 15 squad members and a manager.
The maximum number who may receive letter jackets will be 12. (7 boys, 5 girls)

Student Trainers

The maximum number who may receive awards will be 8 squad members.
The maximum number who may receive letter jackets will be 4.

Tennis

The maximum number who may receive awards will be 12 squad members (6 boys, 6 girls) and a manager.

The maximum number who may receive letter jackets will be 8.(4 boys, 4 girls)

Golf

The maximum number who may receive awards will be 10 squad members (5 boys and 5 girls).

The maximum number who may receive letter jackets will be 6.(3 boys, 3 girls).

Swimming

The maximum number who may receive awards will be 24 squad members (12 boys, 12 girls) and a manager.

The maximum number who may receive letter jackets will be 12. (6 boys, 6 girls)

Volleyball

The maximum number who may receive awards will be 12 squad members and a manager.

The maximum number who may receive letter jackets will be 7.

Soccer

The maximum number who may receive awards will be 15 squad members and a manager.

The maximum number who may receive letter jackets will be 8.

Softball

The maximum number who may receive awards will be 15 squad members and a manager.

The maximum number who may receive letter jackets will be 8.

Cheerleaders

During four years in high school, a student may be awarded one cheerleader sweater or jacket or one athletic jacket, but not both. The maximum number who may receive letter jackets will be 7.

Junior Varsity

Certificates will be awarded as recommended by the principal and coach.