



CURRICULAR AND EXTRA-CURRICULAR TRIPS
2 - 4 Days in duration

Use this form for all in-district or in-province field trips of two to four calendar days in duration. Submit it to your Assistant Superintendent ten days before the event.

School: Sponsor Teacher:

Description of Activity:

Location:

Date: To:

Age of Students: Number of Students:

Method of Transportation: Type of Sleeping Accommodation:

Total Number of Supervisors: (Parents Teachers Other Volunteers)

Total Budget: Cost to Each Student:

Supervision Details:

First Aid (Specify how first aid services will be access if required.)

Horizontal separator line

Date

Teacher Signature

For Principals,

Your signature on this form confirms that you have assessed risks to students associated with this activity, have reviewed safety precautions with the teacher and will receive written permission from parents for their children to participate.

- Itinerary for trip
Letter(s) for parents
Hardship clause
Medical forms for each student

- Sport injury insurance forms, if required
First aid plan
Emergency & communication plan in place
List of students & parent contact no# left at school

Date

Principal's Signature

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Approved Not Approved

Date

Assistant Superintendent's Signature

Please keep a copy for your records and send original for signature(s).