



Application Date:			
School:			
Submitted by:		Sponsor Teacher:	
Departure Date: (month/day/year)		Time:	
Return Date: (month/day/year)		Time:	
Anticipated total number of students			
Total Number of Supervisors*: <i>*In a co-educational overnight trip, there must be co-ed supervision)</i>			
Destination:			
Purpose of Trip:			
Curriculum Relatedness and Proposed Learning Outcomes:			
Students Requiring Additional Support – Provide Support Plan:			
Method of communication during the trip:			
Staff Member cell phone:			
TRANSPORTATION DETAILS:			
Private Vehicle(s):	School Bus:	Other: (please specify):	
ACCOMMODATION / MEAL ARRANGEMENTS (if applicable):			

Personal information contained on this form is collected under the authority of the School Act, for the purpose of participating in school trips. If you have any questions about this form, please contact your school principal.



Contingency Plan (should situations dictate a change in logistics):

[Empty text area for Contingency Plan]

Emergency Plan (for injury or illness of students):

[Empty text area for Emergency Plan]

Total Cost of Trip:

[Empty input field for Total Cost of Trip]

Cost Charge Per Pupil:

[Empty input field for Cost Charge Per Pupil]

Principal's Risk Assessment:
(As per SD#27 Admin Manual)

LOW:

MEDIUM:

HIGH:

Risk Assessment Notes:

[Empty text area for Risk Assessment Notes]

PLAN TO MANAGE RISKS:

[Empty text area for Plan to Manage Risks]

Approval Required:
(Please check One)

Principal

Superintendent

Board of Education

[Empty input field for Principal approval]

[Empty input field for Superintendent approval]

Sponsor Teacher Signature

Principal's Signature of Approval

[Empty signature line for Sponsor Teacher]

[Empty signature line for Principal's Signature]

Superintendent or Designate Approval

Board Approval Date

[Empty input field for Superintendent or Designate Approval]

[Empty input field for Board Approval Date]

Note: The Principal is responsible for ensuring that planning, safety procedures and authorization for the trip are in place.

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FIELD TRIP CHECKLIST

(All Documentation below is to be attached to Field Trip Application Form when submitting for approval)

Done	N/A	Forms and Required Documentation
<input type="checkbox"/>	<input type="checkbox"/>	Field Trip Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Parental Consent Form
<input type="checkbox"/>	<input type="checkbox"/>	Business Waiver Form (i.e. Ski Hills, Pools)
<input type="checkbox"/>	<input type="checkbox"/>	Trip Itinerary
<input type="checkbox"/>	<input type="checkbox"/>	Student / Volunteer Participant List (Supply to Principal)
<input type="checkbox"/>	<input type="checkbox"/>	If more than one vehicle is being used a list of drivers and students in each vehicle (Supply to Principal)
<input type="checkbox"/>	<input type="checkbox"/>	Liability / Cancellation Insurance Policy: (If applicable)

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