



In planning a school trip, Board policies and procedures are to be followed. Please review AP/BP 202.1 Vehicles for School Trips, AP/BP 402.3 School Trips, AP/BP402, Use of Instructional Time and AP/BP 406.1 Adventure Education.

1. Name of school: \_\_\_\_\_ Application date: \_\_\_\_\_
2. Purpose of trip (link to learning outcomes): \_\_\_\_\_  
\_\_\_\_\_
3. Place(s) to be visited: \_\_\_\_\_
4. Transportation arrangements: \_\_\_\_\_
5. Accommodation arrangements: \_\_\_\_\_
6. Date, place, and time of departure: \_\_\_\_\_
7. Date, place, and time of return: \_\_\_\_\_
8. Amount of Instructional Time Students to be absent: \_\_\_\_\_
9. Number of Classes and Students attending: \_\_\_\_\_
10. Are all students in above classes participating? \_\_\_\_\_ If not, please explain: \_\_\_\_\_
11. Cost of trip per student: \_\_\_\_\_ Explain the financial arrangements for the trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. How will funds be raised? (be specific): \_\_\_\_\_
13. Name(s) of teachers and chaperones who will accompany the students: \_\_\_\_\_  
\_\_\_\_\_
14. What are the intentions regarding parental participation? \_\_\_\_\_
15. Provide itinerary details (attach if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***After staff consultation, I consider the above an appropriate educational trip and request approval for it. All requirements of related board policies and procedures have been/will be met.***

**Principal's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of P&S signature as approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**This application must be submitted to Director for approval before staff becomes involved in trip arrangements and before parents / guardians are informed.**