



In planning a school trip, Board policies and procedures shall be followed. Please review AP/BP 202.1 Vehicles for School Trips, AP/BP 402.3 School Trips, AP/BP 402. Use of Instructional Time (draft), and AP/BP 405.1 Adventure Education.

1. Purpose of trip/activity (link to curriculum outcomes): _____

2. Pre-trip teaching and learning: _____

3. Post-trip follow-up (curriculum outcomes): _____
4. Place(s) to be visited: _____
5. Transportation 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 participating: _____
10. Are all Students in above Classes participating? _____ If not, please explain: _____

11. Cost of trip to the School: _____ to the Student: _____.
Explain financial arrangements for the trip: Transportation: _____ Admission: _____
Other costs: _____ Total Cost of Trip: _____
Note: If a cheque is required for admission, the school office needs an invoice from the event prior to issuing the cheque.
12. Names of Teachers and Chaperones who will accompany the students: _____

13. All Chaperones have successfully completed: Child Abuse Registry Criminal Record Check J" Form
14. What are the intentions regarding parental participation: _____
15. Provide itinerary details (attach separate sheet if appropriate): _____

Principal's Signature _____

Date _____

THIS FORM REQUIRES PRINCIPAL APPROVAL – NOT DIRECTOR’S APPROVAL. THIS FORM MUST BE KEPT IN SCHOOL TRIP BINDER AT SCHOOL OFFICE.