



The following guidelines are a framework to help educators when arranging out-of-province/country school trips. These guidelines are designed for school-constructed educational trips.

The Benefits of a School-Constructed Educational Trip:

1. All monies received from students, parents or guardians can be managed and protected by the school. For example, deposits made by students can be refunded within a reasonable time frame without penalty or loss of money to students and/or parents.
2. All supervision of the trip is done by school staff and families.
3. Teachers are able to define the agenda of a trip to conform to educational outcomes.

Chronological Process:

1. Trip organizer(s) must read AVRSB School Trip Policies and Procedures AP/BP 402.3, as well as AP/BP 202.1 (Vehicles for School Trips), AP/BP 402.___ (Use of Instructional Time -draft), and 405.1 (Adventure Education) if applicable.
2. Discuss proposed school trip with principal of school and seek permission to continue planning.
3. Research total cost of trip for participants.
4. Develop a detailed itinerary of school trip including trip description, deadlines, insurance (trip cancellation, interruption, baggage, medical must be included), accommodations, transportation, food and any additional costs (example: passport).
5. Approach potential chaperones (i.e. school staff) of trip opportunity to determine interest and participation (pending student numbers and AVRSB approval).
6. Apply for P&S Director's approval using *Appendix A – Application for Out of Province/Country Proposed School Trip/Tour*. This form can be found on AVRSB web site under Forms section.
7. If trip application is approved by Director, initial contact with students is made. Give detailed written description of trip itinerary. Review payment schedule or options. Inform students of fundraising policy. If school trip is cancelled, any fundraised money of trip becomes the property of the school. Allocation of fundraised money in the event of trip cancellation will be decided by trip organizer and the principal of school. Any money collected from students that is not fundraised will be refunded to students. If organizers of the trip are traveling for free or at a reduced rate compared to students, advise administration in writing. Indicate to students that selection process may be necessary if student interest excises expected numbers. (Refer to section 8.)
8. In some cases, significant numbers of students may be interested in out-of-province/country school trips. It may be necessary to develop a selection process to make it fair for all students. Application, references, quiz and interview options are methods of selection.
9. Arrange a student/parent/guardian information session at the school to review trip and answer questions (first contact with parents). Parents/guardians will be provided with an updated version of trip itinerary including important contact numbers. Review student behaviour, expectations and consequences.

10. Establish a deposit amount and deadline date along with a payment schedule. It is always advisable to plan trips well in advance of trip departure date to allow for a fair and reasonable payment schedule. (i.e. one year in advance is suggested as this would allow students raise money over summer months making students responsible for raising money through summer employment). As well, the Director of Programs & Services requires the trip application, for approval, prior to any trip arrangements being made.
11. A detailed ledger must be used detailing the date and amount of contributions for all participants both fundraiser and personal money collected.
12. Student/Chaperone ratio. Refer to School Trip Policy AP 402.3. (Chaperones are defined as; teachers, administrators or parents/guardians) There must be at least (1) one staff member of the school attending the trip.
13. Referring to policy, a trip information binder is to be maintained and filed in the principal's office. Keep copies of all important information in this binder – including copies of passports, etc.
14. Required Air Travel Details for Domestic and International Travel:
 - a) Parent travel permission form (signed by a commissioner of oaths or lawyer)
 - b) Advance Passenger Information Form
 - c) Passport or Birth certificate and official photo identification.
 - d) Baggage limitations (1) one carry-on and (2) two check bags (maximum weight for each checked bag is 23 kilograms or 50 lbs).
 - e) Customs regulations on Personal Exemptions: 24 hours = \$50, 48 hours = \$200 and 7 days = \$750.

As air travel information may change, go on-line (to carrier websites) to get updated listing of important information AND banned carry-on and personal care items.