

CATEGORY C: Out of Country/Extended Educational Field Trips for Students

This form is to be completed by the person responsible for the activity. The request and checklist should be completed, submitted to the principal for approval then forwarded to the director to be presented to the board at least 3 months before the proposed trip.

1. Request

Date of Request:	Date(s) of Travel:
	Number of school days:
Grade/Group:	Number of Students:
Purpose of Trip:	Destination:
Transportation: <input type="checkbox"/> GSSD Bus <input type="checkbox"/> 15 passenger van <input type="checkbox"/> Commercial Carrier (specify) _____ <input type="checkbox"/> Private Vehicles (Refer to AP 552 and Forms 552-1 and 552-2)	
Identified Curricular Outcomes:	
Daily Itinerary (include times, places and accommodation arrangements). Identify risks associated with planned activities as outlined in AP215 Appendix.	

Itemized Budget			
Budget Expense Item	Amount	Revenue	Amount
Total Expense		Total Revenue	
Guest Supervisor's Name		Relationship to Division	

Procedures for accidents or injuries:

Additional insurance (if required) has been purchased through:

Additional Special Requirements:

Staff Coverage (if needed please indicate the number of external substitutes required)

2. Checklist:

Complete	N/A	Attach the following information	Principal confirmation	Director confirmation
		The trip concept identified		
		Curricular outcomes/objectives identified		
		Transportation arrangements made		
		Detailed itinerary completed – safety risks identified and addressed		
		Adequate medical, travel, accident, and liability insurance identified		
		Accommodations booked		
		Itemized budget includes costs (admission/facilities, bus, etc.) and revenues (decentralized funds, SLC funds, student charges, etc.)		
		Guest supervisor(s) list provided. Non-employees have completed a Criminal Record Check		
		Procedure for accident or injury have been identified and provided		
		Parent information/permission letter completed and ready for distribution (copy attached)		
		Forms 552-1 and 552-2 have been submitted (if transporting in private vehicles)		
		Parent meeting held or planned (if necessary)		
		Provisions made for students with special needs or others		
		A statement has been distributed that indicates all students are subject to regulations and rules of conduct associated with a school setting		
		Staff coverage has been identified		

Signature of applicant:

Date:

Signature indicates the applicant has read and understood Administrative Procedure 261 and confirms the trip and arrangements are in compliance with that procedure.

3. Approvals:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Principal approval
Denied pending:		

Signature of Principal:

Date:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Director approval
Denied pending:		

Signature of Director:

Date:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Board approval
Denied pending:		

Signature of Board Representative:

Date:

The applicant, the school, and the division office should each retain one copy of this form.

Note: When plans have been formalized, the teacher/principal shall inform the Director of any changes to the initial approval i.e. change of date, or location, or if the trip is cancelled.