

**ADMIN PROCEDURES MANUAL**  
**Administrative Procedure 261 – Form 261-1**

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**OUT-OF-PROVINCE AND MULTI-DAY EDUCATIONAL TRIPS PROPOSAL FORM**

Educator in Charge: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Parent Info. Meeting Date: \_\_\_\_\_ Admin. Attending: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_ Class/Course/Group: \_\_\_\_\_

Supervisor(s): Name: \_\_\_\_\_ Role: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

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**The Educator in Charge must provide the following information for Principal approval. Following Principal approval, this form is submitted to the Associate Superintendent for final approval of the proposal.**

**Description of Educational Trip: (Including Educational Relevance)**

*(Please provide the following information: description of educational trip, rationale, scope of risks inherent in planned activities)*

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**ITINERARY AND TRAVEL ARRANGEMENTS**

- The Itinerary and daily activities schedule have been prepared and/or received from travel agent/tour company and are attached.
  - Arrangements for group medical/travel/cancellation insurance have been made and the costs are included in the trip budget.
  - The educational trip itinerary does not include areas where the Department of Foreign Affairs and International Trade has published a travel advisory.
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### **Transportation**

Educational trip supervisors will arrange the mode of transportation which best meets the needs of the trip. Transportation of students in private vehicles will be in accordance with [Administrative Procedure 563: Student Transportation by Volunteer Drivers](#).

Type:  bus  public transportation  private vehicle  airplane  other: \_\_\_\_\_

### **Parent and Student Communications**

- The parent/guardian pre-trip meeting is planned for (date): \_\_\_\_\_  
**NOTE: pre-trip meeting is to be held after final approval of the educational trip proposal.**
- The following administrator will attend the parent/guardian pre-trip meeting: \_\_\_\_\_
- The consent form and information package has been prepared for student distribution and a copy is attached.

### **Trip Supervision Arrangements**

- This educational trip will have a minimum level of supervision as determined by [AP 261: Out-of-Province and Multi-Day Educational Trips](#). Greater supervision levels may be necessary depending on the nature of the trip.
  - Grades 6-8 – 1:15 ratio of adults to students
  - Grades 9-12 – 1:15 ratio of adults to students.
- If the educational trip involves both male and female students, and extends overnight, both male and female supervisors will accompany students.
- Volunteer supervisors are planned for this trip (check if applicable).
- Students will be engaged in activities considered to be high-risk (e.g., skiing).

### **Budget**

- All relevant trip expenses and revenues are included in the tables below.
- All relevant educational trip expenses are included in the per-student cost of the field trip (e.g., cost of teacher(s)-on-call, supervision expenses, transportation, accommodation, travel/cancellation insurance, activities, parking, meals, etc.).
- Any fundraising activity undertaken to assist with educational trip costs will be approved in advance by the school Principal as outlined in [Admin Procedure: 520: Fundraising Activities and Sponsorship in District Facilities](#).
- The District must not be held responsible for any losses which may arise from cancellation or alteration of an educational trip itinerary.
- This educational trip will operate at no additional cost to the Board (all supplementary or optional trips).

Field Trip Expenses	
Teachers-on-Call	
Transportation	
Activity fee(s)	
Accommodation	
Travel insurance	
Other _____	
<b>Total Expenses:</b>	<b>\$</b>

Cost Per Student	
Total Expenses	\$
Fundraising	\$ -
PAC Support	\$ -
<b>School Support</b>	<b>\$ -</b>
<b>Total Cost:</b>	<b>\$</b>
Number of students:	÷
<b>Cost Per Student:</b>	<b>\$</b>

*\*Inclusion of any meal costs should be clearly indicated and where not included, it should be clearly communicated that additional costs for meals will be the responsibility of the student*

### Approval

The Principal will be notified of any changes related to educational trip details.

No less than ten days prior to departure, the Educator in Charge will ensure that all requirements as detailed in the Teacher Educational Trip Checklist Form ([261-2](#)) are completed, and a copy of the checklist is signed and submitted to the school Principal.

**Educator in Charge Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### PRINCIPAL'S APPROVAL OF PROPOSED EDUCATIONAL TRIP

This educational trip as proposed has been approved.  YES  NO

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### ASSOCIATE SUPERINTENDENT REVIEW/APPROVAL OF PROPOSED EDUCATIONAL TRIP

The Educator in Charge may proceed with trip planning using the Educational Trip Teacher Checklist ([261-2](#))  YES  NO

**Associate Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**References:** *Administrative Procedure 261: Out-of-Province and Multi-Day Educational Trips*