

ADMIN PROCEDURES MANUAL - Form 261-2

**OUT-OF-PROVINCE AND MULTI-DAY FIELD TRIP
TEACHER CHECKLIST FORM**

Educator in Charge:		Cell Phone Number:	
Administrator		Cell Phone Number:	
Trip Supervisor(s)		Cell Phone Number:	
		Cell Phone Number:	
		Cell Phone Number:	
Name of Field trip:			
Field trip Location:			

Planning:

- ☐ The Out-of-Province and Multi-Day Field Trip Proposal Form (261-1), has been approved by the Principal and the Associate Superintendent.
- ☐ Volunteer supervisors have been screened by the Principal or designate for suitability and advised of their responsibilities as per AP 490: Parent/Guardian Volunteers.
- ☐ Criminal Records Checks have been completed for volunteer overnight supervisors as set out in [AP 490: Parent/Guardian Volunteers](#).
- ☐ Assessment of student skills and abilities pertaining to the field trip activity has been completed (if applicable).
- ☐ If applicable, specialized instructional competence has been addressed. Specialized instructional competence is mandatory for supervision of higher risk activities and may be established by virtue of certification from a governing body (e.g., Red Cross, Canadian Canoeing Association).
- ☐ All planning arrangements as per AP 261: Out-Of-Province and Multi-Day Educational Trips have been completed.
- ☐ For out-of-country field trips, all students have a valid passport/visa.
- ☐ Group medical/travel/cancellation insurance has been arranged for all participants and the cost has been included within the field trip budget.
- ☐ Travel arrangements and payment of travel costs shall be made in accordance with district purchasing guidelines. Use of a local travel agent is recommended.
- ☐ An administrator will be accessible and/or available, if necessary, to attend to emergencies that arise during this field trip.

Administrator's name: _____

Parent Guardian Communication:

- ☐ Parent information meeting was held on: _____.
- ☐ The following school administrator was present at this meeting: _____.
- ☐ Completed consent forms have been received for all students.

Itinerary and Travel Arrangements:

- ☐ The itinerary and daily activities schedule has been prepared and/or received from travel agent/tour company.
- ☐ Field trip itinerary does not include areas where the Department of Foreign Affairs and International Trade has published a travel advisory.

School Communication:

- ☐ Arrangements have been made, if needed, for coverage of class(es) and supervision of non-participating students.
- ☐ If applicable, teacher educational trip notification has been distributed to students with instructions to notify teachers of their absence.

Emergency Planning/Cancellation of Trip:

- ☐ An emergency communication and return plan has been developed and shared with parents, including the following:
 - Contact information for the Educator in Charge.
 - Contact information for the school Principal. If the Principal is participating in the field trip, contact information for an alternate administrator.
 - Contact information for the participating staff members.
 - Contact information for hotels/hosts.
 - Contact details for travel agent/agency/operator.
- ☐ An emergency communication contact master list has been prepared and includes the following:
 - Emergency contact information for all participants.
 - Contact details for travel agent/agency/operator.
 - Pertinent medical information and, in the case of out-of-country field trips, passport numbers and participant birth dates.
 - Contact information for hotels/hosts.
- ☐ Emergency contact information must be confirmed one week prior to trip departure.
- ☐ The Educator in Charge must carry the emergency contact master list during the field trip .
- ☐ For all out-of-country field trips, all trip participants have been registered with the Canadian Embassy as Canadians Travelling Abroad.
- ☐ At least one supervising adult will have a cellular phone available for emergency use.
- ☐ The Educator in Charge will carry or have access to a first aid kit during the field trip.
- ☐ The Educator in Charge must be aware of the specific medical needs of all participating students as indicated on their medical forms and carry a copy of each medical form and any necessary medication.

ADMINISTRATIVE DOCUMENTATION

- ☐ A file has been created for retention of documentation and information specific to this field trip.
Records will be retained in accordance with the district's records management policies and procedures.
- ☐ The file will include the following:
 - Consent Forms.
 - Emergency Contact Master List.
 - Emergency Communication and Return Plan.
- ☐ Copies of all documentation as indicated above must be retained at the school in the field trip file.

FINAL APPROVAL (must be obtained no less than ten days prior to trip departure)

- ☐ I have provided a copy of this checklist and all required attachments/documentation to the Principal.

Educator in Charge Signature: _____ **Date:** _____

PRINCIPAL'S FINAL APPROVAL OF FIELD TRIP

The applicable parent/guardian consent forms and waivers have been received ☐ YES ☐ NO

All Volunteers have completed a Criminal Records Check ☐ YES ☐ NO

A copy of completed Form 261-2 has been sent to the Associate Superintendent. ☐ YES ☐ NO

Upon consideration of government-issued travel advisories listed as of today's date on the Canadian Department of Foreign Affairs and International Trade website, I provide final authorization for this educational trip to depart as planned.

Principal Signature: _____ **Date:** _____

References: *Administrative Procedure 261 – Out-of-Country and Multi-Day Field Trips*

*Revised: November 29, 2023
October 16, 2025*