
ADMIN PROCEDURES MANUAL – Form 261-1

MULTI-DAY IN PROVINCE FIELDTRIP 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: _____

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 Field Trip: (Including Educational Relevance)

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

ITINERARY AND TRAVEL ARRANGEMENTS

- ☐ The Itinerary and daily activities schedule has 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.

Transportation

Field 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: <input type="checkbox"/> bus <input type="checkbox"/> public transportation <input type="checkbox"/> private vehicle <input type="checkbox"/> airplane <input type="checkbox"/> other: _____
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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 field trip will have a minimum level of supervision as determined by AP 261: Multi-Day In Province Field Trips (Low and High Risk). Greater supervision levels may be necessary depending on the nature of the trip.

- Grades 6-8 – 1:12 ratio of adults to students
- Grades 9-12 – 1:15 ratio of adults to students.

☐ If the field trip involves both male and female students, and extends overnight, both male and female supervisors will accompany students.

☐ Volunteer supervisors are being arranged 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 field 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 field 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 a field trip itinerary.

☐ This field 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 _____	
Total Expenses:	\$

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

**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 field trip details.

No less than ten days prior to departure, the Educator in Charge will ensure that all requirements as detailed in the Multi-Day In Province Field Trip Teacher 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 FIELD TRIP

This field trip as proposed has been approved.

☐ YES ☐ NO

Principal Signature: _____ **Date:** _____

ASSOCIATE SUPERINTENDENT REVIEW/APPROVAL OF PROPOSED FIELD TRIP

The Educator in Charge may proceed with trip planning using the Multi-Day In Province Field Trip Teacher Checklist Form ([261-2](#))

☐ YES ☐ NO

Associate Superintendent's Signature: _____ **Date:** _____

References: Administrative Procedure 261: Multi-Day In Province Field Trips (Low Risk and High Risk)