Multi-Day Field Trip Flowchart

Is Multi-Day Field Trip Within BC?

Yes ← | → **No**

Yes branch — Grades 6-12

AP 261: Multi-Day In Province (Low and High Risk)

Educator in Charge completes the Proposal Form 261-1

*ensure Risk Assessment Plan is complete

Educator in Charge submits to Principal

Principal approves Proposal

Low Risk - two weeks to departure
Principal submits to Associate Superintendent

High Risk - four weeks to departure
Principal submits to Associate Superintendent

Associate Superintendent gives final approval of Proposal

Educator in Charge completes Checklist Form 261-2

Ten days prior to departure
Principal submits Checklist and all relevant documentation to Associate Superintendent

Associate Superintendent gives final approval of Field Trip

No branch — Grades 9-12, Maximum 10 days

AP 262: Multi-Day Out-of-Province (within Canada and International)

Educator in Charge completes the Proposal Form 262-1

Educator in Charge submits to Principal

Principal approves Proposal

In Canada - 90 days to departure
Principal submits to Superintendent

International - 120 days to departure
Principal submits to Superintendent

Superintendent gives approval in principle

Superintendent submits to Board

Board of Education gives approval in principle

Educator in Charge completes Checklist Form 262-2

In Canada - 6 weeks to departure
Principal submits Checklist and all relevant documentation to Superintendent

International - 8 weeks to departure
Principal submits Checklist and all relevant documentation to Superintendent

Superintendent gives final approval of Field Trip

Superintendent submits to Board

Board of Education gives final approval of Field Trip

New Westminster Schools