



## **EDUCATIONAL TRIPS APPROVAL FORM**

Please note the following when completing the attached approval form:

- As noted in the policy and regulation, all educational trips require the approval of the parent/guardian, Principal, school committee and Area Superintendent. If the trip is outside of Manitoba, it must be approved by the Frontier School Board of Trustees in addition to the parent/guardian, Principal, school committee and Area Superintendent. The authorizations below must be provided prior to the trip being undertaken.
- The attached form must be used when requesting approval.
- Please review the policy, regulations and the Educational Trip Planning Guide prior to completing this form.
- The staff person in charge of the trip must complete the form and submit it to the Principal and school committee for approval. Following these approvals, the form must be submitted to the Area Superintendent for approval. The submission to the Area Superintendent should be at least four weeks in advance of the trip. If it is an out-of-province trip, the form must be submitted at least six weeks in advance. In this case, the Area Superintendent will submit the form to the Board of Trustees for approval.
- Please ensure that all information requested on the form is provided. Insufficient information will result in approvals being withheld and possible trip delays or cancellations.
- Information on this form, including the itinerary, must be shared with students, parents/guardians and staff members prior to the trip being undertaken.

### **SUMMARY**

School \_\_\_\_\_

Destination \_\_\_\_\_

Dates \_\_\_\_\_

#### **Approvals:**

Principal \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

School Committee \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Area Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Board of Trustees (if required) \_\_\_\_\_(Board Motion/Date)

**GENERAL INFORMATION**

Please provide the following general information:

School \_\_\_\_\_

Brief description of trip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Destination \_\_\_\_\_

Dates \_\_\_\_\_

**1. Who is applying for approval?**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Position \_\_\_\_\_

**2. What are the educational benefits of this trip?**

***Trips must have an educational value and be related in an identifiable way to student outcomes, curricula, or approved school programs.***

What is the overall rationale for the trip?

\_\_\_\_\_

\_\_\_\_\_

What are the outcomes for students?

\_\_\_\_\_

\_\_\_\_\_

What is the relevance to the curricula or school program?

\_\_\_\_\_

\_\_\_\_\_

What educational activities will take place prior to and after the trip?

\_\_\_\_\_

\_\_\_\_\_

3. What students will be participating?

*Details regarding participating students must be provided to ensure trips are appropriate to the ages, grades and gender of students.*

What criteria was used for the selection of students?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many students will be participating? \_\_\_\_\_

Number of male students \_\_\_\_\_ Number of female students \_\_\_\_\_

What are the grades (course/group) of the students? \_\_\_\_\_

Additional information, if any \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Who will be providing supervision?

*Please list the supervisors and chaperones and indicate if they are teachers/administrators, support staff, parents, other community members.*

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

How many chaperones are male? \_\_\_\_\_ How many chaperones are female? \_\_\_\_\_

What is the supervisor/student ratio? \_\_\_\_\_

Has a code of conduct been established? Yes \_\_\_\_\_ No \_\_\_\_\_

How were the **Guidelines for Chaperones** provided to and reviewed with the chaperones?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How was the code of conduct explained to students and parents? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional information (if any) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**5. What accommodation will be used for overnight stays?**

*The type of accommodation and related supervision must be planned carefully in order to ensure student safety and limit chaperone liability. Accommodation for students and chaperones must be clean, comfortable and safe. The ratio of chaperones to students must be sufficient to properly supervise the age group in the accommodation facility. Overnight mixed gender trips require a minimum of one male and one female chaperone.*

*Please provide details on the accommodation. Include information on the type (e.g. billet, school, hotel, hostel, etc.) and number of students per room.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. What safety precautions have been taken?**

*The Division and its employees have the primary and legal responsibility for ensuring the safety of students. This responsibility cannot be delegated to another party. Schools must anticipate potential risk and take the necessary steps to address such risks. Ensuring the safety of students includes being aware of and being prepared to deal with any medical concerns or conditions.*

What safety training has been provided for chaperones?

\_\_\_\_\_  
\_\_\_\_\_

Have all chaperones been trained? If not, why not?

\_\_\_\_\_  
\_\_\_\_\_

How have students been prepared?

\_\_\_\_\_  
\_\_\_\_\_

Are first aid supplies available? If not, why not? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are there any existing medical conditions/alerts? If yes, how are they being addressed?

\_\_\_\_\_  
\_\_\_\_\_

Are the supervisors prepared to handle any medical concerns?

\_\_\_\_\_  
\_\_\_\_\_

**7. What is the itinerary for the trip?**

***Clear and full details about the entire trip are essential and must be provided in advance to the approving authorities and to parents.***

What is the departure date, time and location?

\_\_\_\_\_  
\_\_\_\_\_

What is the daily schedule for the duration of the trip?

\_\_\_\_\_  
\_\_\_\_\_

What is the return date, time and location?

\_\_\_\_\_  
\_\_\_\_\_

Additional information, if any

\_\_\_\_\_  
\_\_\_\_\_

**8. What is the budget for the trip?**

***Educational trips may be costly events. The school must plan effectively to address these costs. Students and families should bear minimal costs, if any. Detailed financial information is essential in the early planning of a trip and this information must be shared with parents, students and the school committee.***

What is the total cost of the trip? \_\_\_\_\_

Please provide budget details including all travel, meal, accommodation and event costs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the sources of funds?

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What fundraising activities are planned?

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**9. What means of transportation is being used?**

***Details regarding the means of travel are required to ensure safe travel for all participants. Transportation by Division bus is the preferred means of travel.***

What means of transportation is being used? (E.g. Division bus, train, private vehicles and drivers, airline.)

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Are all the legal requirements in place? (E.g. Vehicle and driver licensing.)

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**10. Is a substitute teacher required?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many days is the substitute required? \_\_\_\_\_

What are the dates? \_\_\_\_\_

**11. Has information been provided to parents?**

***Detailed information about the trip must be provided to parents prior to consent being requested.***

What information has been provided to parents?

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How was this information provided?

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**12. Has parental consent been received?**

***The consent of a parent/guardian is a requirement in order for a student to participate in any educational trip.***

Has the "Off-Site Activity(ies) Consent of a Parent/Guardian and Acknowledgement of Risk form (Exhibit F.1.K-EX1-A4) been completed for each student?

Yes \_\_\_\_\_ No \_\_\_\_\_

Has the appropriate medical information been provided on the approved form? (Exhibit F.1.K-EX1-A5)

Yes \_\_\_\_\_ No \_\_\_\_\_

Adopted September 1, 2009		
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