



Non-Local or Overnight Off-Site Activity Approval

(To be completed by Lead Teacher, Principal and OHS Officer)

720 E 005

- This form is used for grades 4-12 off-site activities with destinations greater than 50km one-way from the city limits but within the Province of Alberta or overnight trips; grades 7-12 within Canada; grades 10-12 international travel.
- Prior approval is required from the school principal and the Occupational Health and Safety Officer so please submit forms at least 30 days in advance of departure.
- Regularly scheduled travel for extracurricular teams and clubs can be requested with the *Extra-Curricular Off-Site Activities Form (720 E004)*.

School: MHHS Lead Teacher: LYALL FORAN February 26 to March 2, 2020

Destination: Oahu, Hawaii Date(s): February 25th - March 2, 2020

Number of Students involved: 14 Classes/Grades involved: 10-12

Ratio of designated supervisors to students (designated supervisors can include non-staff supervising adults):

1 : 3.5
(# Supervisors : # Students)

Does the ratio of supervisors to students meet the required ratio for the grade level in as outlined in the *Off-Site Activity Summary (Schedule A – 720 P 001)*? Yes ☒

Total trip length (#days) 6 Total # of instructional days included in trip 4

Does the trip application meet the grade requirements as per the *Off-Site Activity Summary* for the type and duration of the proposed trip? Yes ☒

Supervisors – List supervisor name, role and current level of first aid training for each. Please refer to the *Off-Site Activity Summary* for first aid training requirements for off-site activities.

Supervisor Name	Role of Supervisor	Level of First Aid Training
1) <u>LYALL FORAN</u>	<u>Coach</u>	<u>Emergency First Aid</u>
2) <u>Houston Doig</u>	<u>Coach</u>	<u>NA</u>
3) <u>Cam Rittinger</u>	<u>Coach</u>	<u>NA</u>
4) <u>Scott Howes</u>	<u>Admin</u>	<u>Standard</u>
5) _____	_____	_____
6) _____	_____	_____

Educational Alignment (describe the educational fit and if required, attach the relevant *Program of Studies* and *Intended Student Outcomes*):

This trip fits with the Baseball Class and Physical Education class outcomes

Activities Planned (please list all that apply):

Category of Activity as per AP 722 P 001

<u>Baseball Games</u>	☒	Green	☒	Yellow	☐	Red (Prohibited)
<u>Visit university of Hawaii</u>	☒	Green	☒	Yellow	☐	Red (Prohibited)
<u>Visit Pearl Harbor</u>	☒	Green	☐	Yellow	☐	Red (Prohibited)
<u>Visiting Beach</u>	☐	Green	☒	Yellow	☐	Red (Prohibited)
	☐	Green	☐	Yellow	☐	Red (Prohibited)
	☐	Green	☐	Yellow	☐	Red (Prohibited)

Has the Off-Site Activity Risk Assessment Form (720 E 006) been completed?

one will be completed after approval from board

Not yet

Yes ☐

Are the activities listed above planned in accordance with the Safety Guidelines for Physical Activity in Alberta Schools?

Yes ☒

Financial Considerations (Are there any costs to this off-site outing and if so how is it being funded?)

Approximate costs are \$2000.00 per student. Students have an opportunity to fundraise through sponsorship and raffle sales

Transportation Arrangements (please include details for all types that apply):

To NYC & Southlands / To Hawaii: WestJet / In Hawaii: Vans

If students are being transported in a private vehicle by a teacher, parent, or volunteer, please complete the Volunteer Driver Application form (720 E 007).

Signature of Lead Teacher:

[Signature]

Date: Sept 12th, 2019

Signature of Principal:

[Signature]

Date: Sept 13/19

Signature of OHS Officer:

[Signature]

Date: Sept. 16, 2019

If this is a NATIONAL or INTERNATIONAL trip, the signature of the Superintendent is required. In addition, please attach a detailed itinerary.

Signature of Superintendent:

[Signature]

Date: 30 Oct. 2019

If a substantial change in trip itinerary occurs, notify the Occupational Health & Safety Officer (OHS).

Once the form is completed with all applicable signatures, send 720 E 001 All Off-Site Activity Consent Form home to parents.

Reference: Administrative Procedure 720 P 001 Off-Site Activities

MHHS Baseball Trip – Oahu, February 2020

Trip Detail Summary – Proposed Itinerary

Date	Time	Description
<u>February 26th</u>	10:00am	Depart MHHS @ 10:00am for YYC with Southlands. Depart @ 3:30pm from YYC. Arrive in Oahu @ 10:40pm.
	11:00pm	Depart Oahu International Airport and arrive at OHANA Waikiki Malia by Outrigger.
<u>February 27th</u>	8:00am	Team Breakfast @ Hotel
	9:30am	Depart Hotel for Pearl Harbor
	12:00pm	Depart Pearl Harbor for Hotel and Down Time
	4:00pm	Depart Hotel for Moanalua High School
	6:00pm	Game vs Moanalua High School
	9:00pm	Return to Hotel for Team
<u>February 28th</u>	9:00am	Team Breakfast @ Hotel
	10:30am	Depart Hotel for Excursion (TBD)
	4:00pm	Depart for Kailua High School
	6:00pm	Game vs Kailua High School
	9:00pm	Return to Hotel for Team Dinner
<u>February 29th</u>	9:00am	Team Breakfast @ Hotel
	9:45am	Depart Hotel for University of Hawaii
	12:00pm	Game vs Moanalua High School @ Les Murakami Stadium
	3:00pm	Depart University of Hawaii for Excursion, Team Dinner and Downtime
<u>March 1st</u>	9:00am	Team Breakfast @ Hotel
	11:00am	Check out of Hotel for Team Excursion
	7:45pm	Arrive at Oahu International for Flights to Calgary

MHHS Baseball Trip – Oahu, February 2020
Trip Detail Summary – Proposed Itinerary

	9:45pm	Depart Oahu International Airport
<u>March 2nd</u>	7:20am	Arrive at YYC and Depart for Medicine Hat
	11:00am	Arrive in Medicine Hat

Trip Financial Estimate

Hawaii - 2020

	# Travellers	
Students	13	
Staff	2	
Other Chaperones	2	
Total Travellers	17	
Total Trip Expenses	26,992	
Less: Expected Fundraising	(4,238)	16%
Net Out-Of-Pocket Trip Cost	22,754	
Out of Pocket Cost Per Paying Traveller	\$ 1,750	
% Total Expenses Paid by Traveller	84%	