

NON-LOCAL OR OVERNIGHT OFF-SITE ACTIVITY APPROVAL

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

- 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: Medicine Hat High School Lead Teacher: Teague Bates

Destination: Spain & Portugal

Date(s): March 29 - April 7, 2024

Number of Students Involved: 25 Classes/Grades Involved: 10-12

Ratio of designated supervisors to students (designated supervisors can include non-staff supervising adults): 1:5
(# 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 AP 001)*? Yes ☐

Total trip length (#days) 10 Total # of instructional days included in trip 0

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 first aid training for each. Please refer to the *Off-Site Activity Summary (Schedule A – 720 AP 001)* for first aid training requirements for off-site activities.

Supervisor Name	Role of Supervisor	First Aid Training
1) Teague Bates	Director	Standard First Aid
2) Cheri Bates	Parent Chaperone	Standard First Aid
3) Cam Clark	Parent Chaperone	Standard First Aid
4) Natasha Clark	Parent Chaperone	Standard First Aid
5) Shade Holmes	Administrator Supervisor	Standard First Aid
6)		

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

Students will discover, develop and evaluate their talents and abilities in musical performance. Participation in music clinics and festivals in Valencia and Lisbon will help students establish, extend and reinforce correct technical skills.

Activities Planned (please list all that apply):

Category of Activity as per AP 722 AP 001

Tour Valencia's Old Town and Market	☒	Green	☐	Yellow	☐	Red (Prohibited)
Watch Easter Parade	☒	Green	☐	Yellow	☐	Red (Prohibited)
Boat Ride - Coves de Sant Josep	☒	Green	☐	Yellow	☐	Red (Prohibited)
Tour Santa Barbara Castle	☒	Green	☐	Yellow	☐	Red (Prohibited)
River Cruise in Seville	☒	Green	☐	Yellow	☐	Red (Prohibited)
Tour Ria Formosa Natural Park	☒	Green	☐	Yellow	☐	Red (Prohibited)
Music clinic at Villa Universitaria	☒	Green	☐	Yellow	☐	Red (Prohibited)
Explore historic Alfama area in Lisbon	☒	Green	☐	Yellow	☐	Red (Prohibited)

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

Are the activities listed above planned in accordance with the *School Physical Activity, Health & Education Resource for Safety?* www.myspheres.ca Yes ☒

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

Through fundraising, travel costs will be subsidized by about \$1000 per person, making the cost per student \$3500.

The majority of the fundraising will be through bingos and casinos.



Accommodation Arrangements (For all overnight trips)

All accommodations will be at hotels. Students and chaperones will stay at the same hotel. Students will be assigned 2-4 people per room.

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

Travel by plane and by coach bus. Bus companies used will be those approved by the school board. Airlines and bus companies will be determined in the Fall of 2023.

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:

Date: May 16, 2023

Signature of Principal:

Date: May 16/23

Signature of OHS Officer:

Date: 25-May-2023

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:

Date: 25 May 2023

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.