



INTERNATIONAL FIELD TRIPS – FINAL APPROVAL

(Completed by the Lead Teacher. Submitted to the Superintendent or designate.
To be submitted with accompanying documents 4 weeks prior to departure.)

1. Event Details		
Event(s) and Destination(s): IBS - New York, USA		Date(s): march 3-7 2023
Name of Lead Teacher: michelle Schneider		School: CHHS
☐ Extracurricular	Group/Team/Class: Cosmetology	
☒ Curricular		
Number of male students: 2	Number of female students: 18	Supervisor to Student Ratio: 1:2
Names of other Supervisors: Tracey Krieger, Shane Schneider		

2. Procedures: I can confirm the following:	
1. I have prepared participating students with pre-teaching that connects the trip to their learning.	☒
2. I have booked transportation.	☒
3. I have collected all necessary volunteer forms.	☒
4. I have collected fees from all participants.	☒
5. All finances related to this trip have been handled in the school office.	☒
6. I have met with volunteers and chaperones and explained their duties in full.	☒
7. I have held meetings to inform all the participants' parents of trip itinerary, expectations for students, contact information while on the trip, and communicated post-event pick-up arrangements.	☒
8. I have informed parents of vaccination recommendations, particularly for Measles and for specific vaccinations required by the destination country: https://travel.gc.ca/travelling/health-safety/vaccines	☒
9. I have registered (or verified) each participant: https://travel.gc.ca/travelling/registration	☒
10. I have reviewed and communicated the relevant travel health and safety risks to all participants and participating students' parents.	☒



3. Risk review: I can confirm the following:

- | | |
|--|-------------------------------------|
| 11. A satisfactory report travel from Government of Canada – Travel and Tourism
https://travel.gc.ca/travelling/advisories | ☒ |
| 12. The planned activities are consistent with the standards in <u>School Physical Activity, Health & Education Resource for Safety</u> and in compliance with MHSD policy. | ☒ |
| 13. The planned activities are suitable to the age, developmental level, and physical condition of the participants. | ☒ |
| 14. Participants have been progressively taught and coached to perform planned activities properly and to avoid the dangers inherent in the planned activities. | ☒ |
| 15. The equipment for the planned activities is adequate and suitably arranged. | ☒ |
| 16. The planned activities will be adequately supervised for the inherent risk involved. | ☒ |
| 17. We have a suitable first aid kit. <u>Yes / red cross</u> | ☒ |

18. Name(s) of the supervisor(s) with current First Aid training:

Michelle Schneider, Shane Schneider

19. The medical facilities nearest our destinations are:

New York Presbyterian
Lenox Hill
Mount Sinai

4. Transportation Details

Name(s) of Volunteer Driver(s):

Flight details
Airline: Flight #

AC

Departing flight (and connections):

AC 584 March 3 09:10 - 15:50

Returning flight (and connections):

AC 585 March 8 16:45 - 20:02

Other transportation details (if not included above):

Coach transport to Calgary / return - Southland
Coach to Hotel in NY - and return
Subway
Ferry

Coach to NY for Nth game / return

5. Expenses

Total cost of trip: <i>2939.00</i>	Fundraised:	School funds: <i>1500.00</i>	Cost to student:
Other information related to expenses:			
☒ Travel Trip Accounting Estimate template completed. ☒ The final trip accounting report must be submitted to Central Office 20 days after return of the trip.			
Did you use a tour company?			
☒ Yes - Attach detailed tour information ☐ No - Attach a detailed itinerary and a satisfactorily completed Off-Site Activity Risk Assessment (720 E 006)			

6. Attachments

1. Completed Form 720 E 001 International Trips - Approval in Principle.	☒
2. Completed Forms 720 E 001 informed consent/permission for all students. <i>Student Binder</i>	☒
3. Completed <u>Consent Letter for Children Travelling Abroad</u> for all students, signed by <i>Student Binder</i> parents/guardians <u>and</u> preferred witness.	☒
4. Completed Volunteer Registration Form (for each non-staff supervisor).	☒
5. Completed Automobile Driver Authorization Form 720 E 007 for any person transporting students.	<i>N/A</i>
6. Up to date report travel from Government of Canada – Department of Foreign Affairs and International Trade. https://travel.gc.ca/travelling/advisories	☒
7. List of locations and contact information of Canadian Government offices abroad. https://travel.gc.ca/assistance/embassies-consulates	☒
8. Complete list of participants including name, students' cell phone numbers (if available), parent contact information, identification of specific medical conditions, allergies, or special considerations. If any participant is known to have severe allergic reactions, or has specialized medical conditions, attach a plan outlining additional precautions, created in consultation with the parent.	☒
9. Duties of Chaperones.	☒
10. Parent meeting(s) attendance sheet(s), agendas/minutes. <i>will forward last meeting minutes (Feb/3)</i>	☒
11. Names, addresses and contact numbers for each accommodation, listed by date.	☒
12. Final and complete itinerary.	☒

8. Declarations and Signatures

Lead Teacher:

I have reviewed AP 720 AP 001 and understand my responsibilities as a lead teacher for this international trip. I confirm the information in this form to be true.

Signature: um.8

Date: Jan. 17 / 2023

OHS Officer:

I have reviewed the submitted documents for this international trip and confirm that the Lead Teacher's plans comply with School and Division Procedures.

Signature: Jan

Date: 20-Jan-2023

Secretary Treasurer or Designate:

I have reviewed the submitted documents for this international trip and confirm that the Lead Teacher's plans comply with School and Division Procedures.

Signature: [Signature]

Date: Jan. 23, 2023

Superintendent or Designate:

I have reviewed the submitted documents for this international trip and I approve this trip.

Signature: [Signature]

Date: 24 Jan. 2023

Notes/Comments:

One student traveler has a passport that expires within 6 months.
Parents/Teacher have made alternative arrangements in case the student is not allowed to travel

One student traveler has applied for a passport that has not yet arrived. A copy will be added to the file when received. If not received prior to the travel date, the student will not be traveling.

International Trip Final Approval Checklist

Destination: New York	Teacher in Charge: Michelle Schneider	Travel Dates: March 3-8, 2023	Group/Class/Team: Cosmetology
1. Completed International Trips - Approval in Principle (720 E 010)	✓	Approved September 27, 2022	
2. Completed Consent for National – International Trips for all students (720 E 14).	✓		
3. Completed <u>Consent Letter for Children Travelling Abroad</u> for all students, signed by parents/guardians <u>and</u> preferred witness.	✓	Some students will be 18 when travelling and do not require.	
4. Completed Volunteer Registration Form for each non-staff supervisor (720 E 013).	✓		
5. Completed Automobile Driver Authorization Form for any person transporting students (720 E 007).	N/A		
6. Copy of all travellers' passports (confirming date of expiry 6 months from expected date of return).	✓	1 student still waiting on passport. 1 student's passport expires in less than 6 months. Risks reviewed and contingency plan in place.	
7. Completed Travel Declaration for National-International Trips (720 E 014) and Travel Trip Accounting 720 E 015.	✓		
8. Complete list of participants including name, students' cell phone numbers (if available), parent contact information, identification of specific medical conditions, allergies, or special considerations on provided spreadsheet.	✓		
Medical plan created for any student with sever allergic reactions or specialized medical condition.	✓	One medical plan submitted.	
9. Duties of all supervisors.	✓		
10. Parent meeting(s) attendance sheet(s), agendas/minutes.	✓	Two parent meetings conducted	
11. List of locations and contact information of Canadian Government offices abroad. https://travel.gc.ca/assistance/embassies-consulates	✓		
11. Names, addresses and contact numbers for each accommodation, listed by date.	✓		
12. Final and complete itinerary.	✓		
Review completed by: Marley Steinwandt 	Date: January 20, 2023		