

Medicine Hat Public School Division

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INTERNATIONAL FIELD TRIPS – FINAL APPROVAL(Completed by the **Lead Teacher**. Submitted to the **Superintendent** or designate.)

To be submitted with accompanying documents 2 weeks prior to scheduled Board meeting.)

1. Event Details

Event(s) and Destination(s): CHHS Drama Trip to NYC		Date(s): April, 11 to April 18 2023
Name of Lead Teacher: Jennifer Davies and Dustin Look		School: Crescent Heights High School
☐	Extracurricular	Group/Team/Class: Drama 10, 20, 30 / Choral Music 10/20/30 Theatre Arts class
☒	Curricular	
Number of male students: 4	Number of female students: 12	Supervisor to Student Ratio: 1 to 5
Names of other Supervisors: Jennifer Davies, Dustin Look, Tanya Hoffarth		

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. | ☒ |

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

Jennifer Davies and Dustin Look - Recertified June 2023

19. The medical facilities nearest our destinations are:

NYC Health + Hospitals/Times Square, Stalendo Hospital, Mount Sinai Beth Israel Hospital, NewYork-Presbyterian hospital, St. Lukes-Roosevelt Hospital

4. Transportation Details

Name(s) of Volunteer Driver(s):

We are travelling on a bus with Southlands Transportation on a bus waybill # A476714

Flight details
Airline: Flight #

Departing flight (and connections):

AC 584 YYC - EWR 9:10 - 15:45

Returning flight (and connections):

AC 585 EWR - YYC

Other transportation details (if not included above):

We will be using subway, busses, taxi, ferries, and water taxis in NYC.

5. Expenses

Total cost of trip:	Fundraised:	School funds:	Cost to student: \$3,500
Other information related to expenses: ☒ Travel Accounting Template with initial estimates completed. (720 E 015) – Final trip accounting report must be submitted to central office 20 days after return of the trip. ☒ Travel Declaration for National-International Trips completed. (720 E 014)			
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 International Trips - Approval in Principle (720 E 010)	☒
2. Completed Consent for National – International Trips for all students (720 E 014).	☒
3. Completed <u>Consent Letter for Children Travelling Abroad</u> for all students, signed by parents/guardians <u>and</u> preferred witness.	☒
4. Completed Volunteer Registration Form for each non-staff supervisor (720 E 013) .	☐ N/A
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).	☒
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. <i>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.</i>	☒
9. Duties of all supervisors.	☒
10. Parent meeting(s) attendance sheet(s), agendas/minutes.	☒
11. List of locations and contact information of Canadian Government offices abroad. https://travel.gc.ca/assistance/embassies-consulates	☒
12. Names, addresses and contact numbers for each accommodation, listed by date.	☒
13. Final and complete itinerary.	☒



8. Declarations and Signatures

Lead Teacher:

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

Signature: _____

Date: _____

[Signature]
March 20, 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: _____

Date: _____

[Signature]
22-Mar-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: _____

Date: _____

[Signature]
March 22, 2023

Superintendent or Designate:

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

Signature: _____

Date: _____

[Signature]
22 March 2023