

INTERNATIONAL FIELD TRIPS - APPROVAL IN PRINCIPLE

(Completed by the **Lead Teacher**. Submitted to the **Superintendent**.

If all conditions are met, the **Superintendent** will present this document to the **Board of Trustees**.

These steps must be completed at least 12 months prior to proposed departure.)

1. Proposed Event Details "For whom are you proposing this trip?"

Event(s) and Destination(s):		Date(s):	
Name of Lead Teacher:		School:	
☐	Extracurricular	Group/Team/Class:	
☐	Curricular		
Estimated Number of Students:		Estimated Supervisor to Student Ratio:	
Names of Other Supervisors:			
Describe student eligibility requirements:			
Describe plan for informing and meeting with parents:			
Attach satisfactory destination-specific travel advice and advisory information from the Government of Canada. https://travel.gc.ca/travelling/advisories			

2. Describe Purpose (Educational goals and or Educational Value) "Why do you want to take this trip?"

Educational goals are specified for the activity by the lead teacher for the activity and are compatible with the Alberta Program of Studies, the Guide to Education and the school's instructional program. The educational value of the activity is described to balance the loss of instructional time in the regular classroom program.

4. Proposed Transportation Details “How will you move from place to place?”

Describe the transportation plan. Include details for all types that apply. If flying, a flight number is not necessary at this point, but please provide an estimated cost of flight.

School Bus or Shuttle

Volunteer driver / vehicle

Commercial Airline

Other

5. Proposed Accommodation Details “Where will students sleep?”

Describe the accommodation plan (dorm, hotel, gym, billets, cost per night) including supervision.

6. Estimated Expenses “What will this cost and how will it be paid?”

Describe the plan to finance the trip. Include estimated costs per student, total cost of the trip and any fundraising plans. Consider costs of transportation, accommodation, food, registrations, etc.

Do you plan to 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)

7. Contingency Plan

Describe considerations in case of bad weather, cancellations, delays, etc.

8. Declarations and Signatures

Lead Teacher:

I have reviewed 720 AP 001 and understand my responsibilities as lead teacher for this proposed international trip.

Signature: _____ Date: _____

Principal:

I have reviewed this proposal and am supportive of the plan in principle.

Signature: _____ Date: _____

OHS Officer:

I have reviewed the proposed international trip plan and the lead teacher's plans comply with division procedures.

Signature: _____ Date: _____

Secretary Treasurer or Designate:

I have reviewed the proposed international trip plan and the lead teacher's plans comply with division procedures.

Signature: _____ Date: _____

Superintendent or Designate:

I have reviewed the proposed international trip plan and the lead teacher's plans comply with division procedures.
I am supportive of the plan in principle.

Signature: _____ Date: _____

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Recommendation to the Board:

The administration recommends that the Board of Trustees authorize this international trip proposal in principle; thereby allowing the lead teacher to inform students and parents and to continue planning.

Approved in principle: ☐ Yes ☐ No Date: _____

Board Motion # _____