

Field Trip/Excursion Authorization Form

School: _____

Date(s) of Trip: _____

Destination: _____

Class: _____ Teacher: _____

Number of Students Going: _____

Supervisor(s) (Male & female supervisors required for co-educational overnight field trips/excursions)

Method of Transportation: _____

Driver(s): _____

Purpose and Objectives of Trip: _____

How does this complement and relate to the classroom program: _____

REGULAR SCHOOL PROGRAM – please provide information related to: A) program arrangements for students who choose to stay at school and not participate in this field trip/excursion; and B) arrangements for students who miss regular classes due to their participation in this field trip/excursion.

A: _____

B: _____

SAFETY PROCEDURES – please provide information related to: first aid and medical facilities en route and on-site; medical training/qualifications of supervisors; awareness of student health information and, if need be, instructions regarding the administration of medication(s) to students; appropriate medical insurance, if the trip/excursion is out-of-province.

FINANCES – please provide information related to: the cost of the field trip/excursion (transportation, accommodations, meals, registration/entrance fees, rentals, etc); revenue sources (student levy, fundraising activities, Division support, etc.).

TRIP ITINERARY (if applicable) – please attach a copy.

Once this field trip/excursion is approved, the parents will sign and return the Informed Consent/Permission Forms to the school.

I, _____, (teacher's name) have read Administrative Procedure Form 'Field Trips and Excursions' and I understand and have complied with the requirements as outlined.

Date

Teacher Signature

TIMELINES

The timelines shown below, for the consideration, review and approval of Field Trip Requests, shall be strictly enforced.

Preliminary Approval Timelines:

Category 1.0	Day trip – low to moderate risk	3 days
Category 2.0 (a)	Day trip – high risk	3 weeks
Category 2.0 (b)	Overnight – low to moderate risk	3 months
Category 2.0 (c)	Overnight – high risk	3 months
Category 3.0	National	3 months
Category 4.0	International	6 months (<i>written proposal</i>)

Final Approval Timelines:

Category 1.0	Day trip – low to moderate risk	2 days
Category 2.0 (a)	Day trip – high risk	2 weeks
Category 2.0 (b)	Overnight – low to moderate risk	2 months
Category 2.0 (c)	Overnight – high risk	2 months
Category 3.0	National	2 months
Category 4.0	International	4 months

According to the Category of the Field Trip or Excursion you are planning, please present the appropriate completed Form to Principal according to schedules outlined below.

Category 1.0 or 2.0 b

Principal's Preliminary approval for Category 1.0 or 2.0(b) is hereby granted pending receipt of the following information:

Principal's Preliminary Approval - Category 1.0 and 2.0(b)

Signature

Date

Principal's Final Approval - Category 1.0 and 2.0(b)

Signature

Date

Category 2.0 a, or 2.0 c, Category 3.0, or Category 4.0

Principal's Preliminary approval for Category 2.0 a, or 2.0 c, Category 3.0 or Category 4.0 is hereby granted pending receipt of the following information:

Principal's Preliminary Approval - Category 2.0 a, or 2.0 c, Category 3.0 or Category 4.0

Signature

Date

Principal's Final Approval - Category 2.0 a, or 2.0 c, Category 3.0 or Category 4.0

Signature

Date

Category 2.0 a, or 2.0 c, Category 3.0, or Category 4.0

Superintendent's Preliminary approval for Category 2.0 a, or 2.0 c, Category 3.0, or Category 4.0 is hereby granted pending review with Principal:

Signature

Date

Superintendent's Final approval for Category 2.0 a, or 2.0 c, Category 3.0, or Category 4.0 is hereby granted *based upon receipt of the Form FIELD TRIP /EXCURSION PLANNING CHECKLIST*, which has been reviewed and approved by the Principal or designate.

Signature

Date

Distribution: 1 copy – Teacher
1 copy – Principal or Designate
1 copy – Superintendent