



1080 Winslow Ave., Coquitlam British Columbia V3J 6A7 • Phone 604-939-9201

**OUT OF PROVINCE EDUCATIONAL TRIPS
PRELIMINARY APPLICATION (Administrative Procedure 252)
STEP ONE**

This form must be completed as Step One of an approval process. It must be approved by the Principal and Assistant Superintendents (Canada/continental USA) three months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents can commence.

Part A:

School: _____ Date Submitted: _____

Principal: _____

Supervisor (Educator in charge): _____

Destination of Trip: _____

Departure Date: _____ Return Date: _____

Grade level(s): _____ No. of students involved: _____

Approx. cost of tour: \$ _____ Approx. cost to students: \$ _____

Transportation: _____

No. of school days missed (recommend 3 days maximum) _____

Source of Funding: _____

Accommodation Arrangements: _____ Billet _____ Hotel/Motel _____ Camping _____ Other _____

- How has the proposed Out of Province Educational Trip been included in the overall plan for the year? _____
- Unique Risk/Safety Considerations: _____

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives / purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should plans need to be made, to ensure student safety
6. Any other pertinent information

Permission is requested to plan the above Out of Province Educational Trip. I have read Administrative Procedure 252 and addressed the responsibility of the supervisor. The preliminary Out of Province Educational Trip application form has been reviewed and parent/legal guardian approval for student participation will be obtained. Volunteers as defined by Administrative Procedure 495 will obtain criminal record check.

Supervisor Signature

Date

PERMISSION GRANTED TO PLAN THE PROPOSED OUT OF PROVINCE EDUCATIONAL TRIP

Principal's Signature

Date

Assistant Superintendent's Signature

Date

Last revised: June 2017