



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

STUDENT EXCHANGE, SISTER SCHOOL OR HUMANITARIAN PROGRAMS PRELIMINARY APPLICATION (Administrative Procedure 253) STEP ONE

This form must be completed as Step One of an approval process. Approval from the Senior Leadership Team must be received six months before the date of departure. Once this completed form has been approved, the program details may be confirmed and communication to student and parents can commence.

Part A:

School: _____ Date Submitted: _____
 Principal: _____
 Supervisor (Educator in charge): _____
 Destination of Program: _____
 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 program 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 program
2. Proposed draft itinerary
3. Method of financing the program
4. Plan for supervision (include number of supervisors and names – minimum 1:10)
5. Any other pertinent information

Permission is requested to plan the above program. I have read Administrative Procedure 253 and addressed the responsibility of the supervisor. The preliminary program 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 STUDENT EXCHANGE TRIP

Principal's Signature

Date

Assistant Superintendent's Signature

Date

Last revised: June 2017