



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

STUDENT EXCHANGE, SISTER SCHOOL OR HUMANITARIAN PROGRAMS FILE FINAL CHECKLIST (Administrative Procedure 253)

This checklist must be into the Administrator at least one week prior to your departure date. Please label folder/binder with school name, location and dates of travel.

- ☐ Copy of signed informed consent forms
- ☐ Detailed Itinerary – includes name of accommodation and contact numbers
- ☐ List and phone numbers of accommodations
- ☐ Transportation schedules including any flight numbers, bus and/or train schedules. Please also include company names
- ☐ Insurance and Alternate Destination Plans
- ☐ List of students, gender, grade levels and home/cell contact phone numbers for time of travel
- ☐ List of all supervisors and chaperones
- ☐ If using a travel company, include name and contact numbers of tour guides.
- ☐ Confirm with students/parents all medical and necessary travel insurance.
- ☐ Acknowledgement of Risk/Consent form for outdoor or indoor activities that involve significant risk (if applicable).

Last revised: June 2017