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INTERNATIONAL EDUCATIONAL TRIP FILE FINAL CHECKLIST (Administrative Procedure 254)

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 trip 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 trip insurance.
- ☐ Acknowledgement of Risk/Consent form for outdoor or indoor activities that involve significant risk (if applicable).

Last revised: June 2017