

OUT-OF-PROVINCE AND MULTI-DAY EDUCATIONAL TRIPS PROPOSAL FORM

Educator in Charge: _____ Submission Date: _____

Destination: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Parent Info. Meeting Date: _____ Admin. Attending: _____

Number of Students: _____ Grade Level(s): _____ Class/Course/Group: _____

Supervisor(s): Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

The Educator in Charge must provide the following information for Principal approval. Following Principal approval, this form is submitted to the Associate Superintendent for final approval of the proposal.

Description of Educational Trip : (Including Educational Relevance)

(Please provide the following information: description of educational trip, rationale, scope of risks inherent in planned activities)

ITINERARY AND TRAVEL ARRANGEMENTS

The Itinerary and daily activities schedule have been prepared and/or received from travel agent/tour company and are attached.

Arrangements for group medical/travel/cancellation insurance have been made and the costs are included in the trip budget.

Transportation

Educational trip supervisors will arrange the mode of transportation which best meets the needs of the trip. Transportation of students in private vehicles will be in accordance with Administrative Procedure 563: Student Transportation by Volunteer Drivers.

Type: • bus public transportation • private vehicle

Field Trip Expenses	
Teachers-on-Call	
Transportation	

Cost Per Student	
Total Expenses	\$
Fundraising	\$ - \$\$\$\$\$\$

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