

Approval in Principle: Extra-Curricular or Co-Curricular Trips, Field Trips and Excursions

Completed by the Lead Teacher and submitted to the principal, or completed in dialogue with principal.
Submit proposals for Trips prior to proposed departure, as per school policy.
Submit proposals for Excursions prior to further planning at least **4 weeks** prior to proposed departure.

1. Proposed Event Details “For whom are you proposing this trip?” (Only one proposal is required for a series of related events)	
Event(s) and Destination(s):	Date(s):
Name of Lead Teacher:	School:
Extracurricular ____ Group / Team:	Co-curricular ____ Class:
Estimated number of students:	
Names of other Supervisors:	
Estimated Supervisor to Student Ratio:	
2. Describe Purpose (Educational goals and/or Educational Value) “Why do you want to take this trip?”	
<i>Educational goals are specified for the activity by the lead teacher for the activity and are compatible with the Alberta Program of Studies, the Guide to Education and the school’s instructional program.</i> <i>The educational value of the activity is described to balance the loss of instructional time in the regular classroom program. If the trip or excursion involves an extracurricular school team or club, simply state “Extracurricular”.</i>	
3. Describe Proposed Itinerary “What will students do on the trip?”	
Briefly describe or attach a copy of proposed itinerary including estimated departure and return dates and general event details. Include departure and return times for day trips. For a season of road games, include or attach a schedule.	
Attach copy of the relevant page(s) from the Safety Guidelines for Physical Activity in Alberta Schools describing safety and planning considerations for this activity.	(✓) or NA

4. Proposed Transportation Details “How will you move from place to place?”

Describe transportation plan. Do you expect to travel by bus, volunteer’s vehicle or other?	School Bus	
	Volunteer driver / vehicle	
	Other	

5. Excursions: Proposed Accommodation Details (if not required mark NA) “Where will students sleep?”

Describe accommodation plan (dorm, hotel, gym, billets, cost per night). Who will supervise?

6. Expenses (Estimated) “What will this cost and how will it be paid?”

Describe plan to finance the trip or excursion. If applicable. Include estimated costs per student, total cost of the trip and any fundraising plans. Consider costs of transportation, accommodation, food, registrations, etc.

7. Contingency Plan (see item 1.12.3 in AP 319) “What might cause a change of plans?”

Describe considerations in case of bad weather, cancellations, delays etc.:

8. Declarations and Signatures

Lead Teacher: I have reviewed AP 319 and understand my responsibilities as a lead teacher for this proposed field trip or excursion.	Principal: I have reviewed the proposed field trip or excursion and am confident that the Lead Teacher’s plans are in compliance with School and Division Procedures.
Signature:	Signature:
Date:	Date: