



APPLICATION FOR FIELD TRIP

Form 260-09

School: _____ Date of
Teacher - Leader: _____ Application: _____

Description:

Purpose _____

Type: [] Co-curricular [] Extended Co-curricular [] Extra-Curricular [] Team Sports

Category: [] A [] B [] C [] D

NB: (All Type D Field Trips must be approved by the Assistant Superintendent)

Destination:

Town: _____

School: _____

Time Frame:

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Contact Phone #'s:

School: _____ Cell: _____

Participants:

Grade(s) _____ Number: _____

Supervision: (For overnight and coeducational trips, male and female supervisors are required)

- 1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____

Transportation: [] Walking [] Commercial Carrier [] GYPSD Bus # _____
[] Private Vehicles [] Other [] Activity Bus# _____

Parental Involvement:

1. How were parents/guardians made aware of trip?

2. When were they informed?

3. Who informed them?

Approved

Date

NB: Attach appropriate additional forms and information as outlined on the reverse side of this application. Be sure to reference Administrative Procedure 260 when completing the application.

ADDITIONAL FORMS AND INFORMATION

- Complete list of participants including contact phone numbers.
- Complete itinerary as well as contingency plans in case of an emergency or other interruption to the trip.
- A summary of the risk assessment (Form 260-8)
- Completed permission/waiver forms including medical and medication needs of the students.
- For Type C and D trips the students must be in possession of their Alberta Health Card.
- Organization of the students into groups and assignment of supervisors as required by the characteristics of the trip.
- Permission to use private vehicles.
- Accommodations to be used.
- Meal arrangements.
- Procedures in case of an accident or injury including provision for First Aid.
- Certification of specific training of supervisors as required by the characteristics of the trip.
- Supervision arrangements in case one or more students need to return home prior to the completion of the trip.
- Description of extra-ordinary training, preparation and orientation of the students as required by the characteristics of the trip.
- Description of special provisions made for students with special learning needs.

DISTRIBUTION: Original to ESC, one copy at school level