



FIELD TRIP APPLICATION

CATEGORY: Please mark with an "X" beside the field trip level

Principal Approval Required: Level 1 ___ Level 2 ___ Level 3 ___ Superintendent Approval Required: Level 4 ___ Level 5 ___

DETAILS OF THE TRIP:

School: _____ School Phone: _____

Group of Students: _____ Teacher Contact: _____

Destination: _____

Purpose of Trip: _____

Description of Activities: _____

Inherent Risks of Participating: _____

Note: for all restricted activities, a detailed outline of the activity, including all inherent risks, must be signed by the parent.

No. of Students: _____ Departure Date: _____ Return Date: _____

No. of Teacher(s)/Supervisor(s): _____ Departure Time: _____ Return Pickup Time: _____

Arrival Time Back at School: _____

TRANSPORTATION:

- | | | | |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> School District Bus | <input type="checkbox"/> Wheelchair Access | <input type="checkbox"/> City Transit | <input type="checkbox"/> Private Vehicle |
| <input type="checkbox"/> Rented Vehicle | <input type="checkbox"/> Commercial Carrier | <input type="checkbox"/> Foot/Bicycle | <input type="checkbox"/> Bus to stay with the Group |
| <input type="checkbox"/> Transport Equipment | | | |

Driven by:

- | | | | |
|--|---|----------------------------------|--|
| <input type="checkbox"/> District Driver | <input type="checkbox"/> Authorized Adult | <input type="checkbox"/> Teacher | <input type="checkbox"/> Commercial Driver |
| <input type="checkbox"/> Authorized Student Driver (no passengers allowed) | | | |

Career Life Programs Field Trips provides funding only for local day trips, and only utilizing School District No. 23 buses. Please have the school secretary enter the busing information into CIMS.

Charge to Account #: _____

If you require School District No. 23 buses, please contact the Transportation Department to make the appropriate arrangements.

TO BE COMPLETED BY TRANSPORTATION

Driver: _____ Bus # _____ Total Hours: _____

Cost: _____ Total Km: _____ Cost: _____ Meal: _____ Total Cost: _____

TEACHERS ON CALL: Note: Principal to confirm booking of TTOC's through COARS prior to sign-off. (Not covered for CLP Field Trips.)

Dates required: _____ Total No. of days: _____ TTOC's booked through COARS: _____

COARS information entered for all participants and job numbers confirmed: _____ Job No: _____

Charge to Account No: _____

PRECAUTION CHECKLIST: Please indicate whether the following requirements have been met:

- | | | |
|--|--|---|
| <input type="checkbox"/> Teacher/Chaperones with first-aid training (Level 4 - 5 only) | <input type="checkbox"/> Notification of other staff | <input type="checkbox"/> Medication |
| <input type="checkbox"/> Parent Permission forms | <input type="checkbox"/> List of Student Names | <input type="checkbox"/> Medical Alert Plan |
| <input type="checkbox"/> List of Students with Medical Alert | <input type="checkbox"/> Emergency Contact Information | <input type="checkbox"/> Itinerary |

APPROVED: _____	POSTED: _____
TRIP #: _____	FAXED: _____

SCHOOL LEVEL SIGN-OFF:

This field trip is endorsed and filed with the understanding that details will be addressed as provided in the regulations. The booking of TTOC's, compliance with Board Policy 525 - Field Trips – Curricular and Extra-Curricular, and School District busing are the Principal's responsibility.

Teacher: _____ Date: _____

Principal: _____ Date: _____

Career Programs Contact (if required): _____ Date: _____

DISTRICT SIGN-OFF: LEVELS 4 and 5 FIELD TRIPS only – please refer to the guidelines for District Field Trips

The following signature indicates an approved application:

Superintendent's or Designator's Signature: _____ Date: _____

PLEASE COMPLETE FOR CAREER LIFE PROGRAMS FIELD TRIPS:

Career Life Programs funded field trips must comply with Board Policy 525 - Field Trips – Curricular and Extra-Curricular and in addition meet criteria as outlined below.

This additional funding is for *Career Awareness and/or Exploration* activities. We would like to encourage applicants to develop new, innovative field trips for all students, wherever possible. In order to satisfy funding requirements, specific criteria must be complied with. Please provide the following information:

TEACHER: _____ SCHOOL: _____

GRADE: _____ SUBJECT: _____

1. Briefly describe the educational preparation that has taken place in relation to this field trip. _____

2. What career awareness and/or exploration activities will your students be participating in? _____

3. Briefly describe the planned follow-up activity that relates to the field trip experience. _____

4. Have you given two weeks' notice? _____ Teacher Signature: _____



FIELD TRIP GUIDELINES

FOR DETAILED DESCRIPTIONS, PLEASE REFER TO BOARD REGULATION 525R: FIELD TRIPS – CURRICULAR AND EXTRA-CURRICULAR

LEVEL ONE (REGIONAL, LOW-RISK DAY TRIPS)

Examples: parks, concerts, plays, water slides etc.

- take place within the general Okanagan Valley Schools Athletic Association (OVSA) region

LEVEL TWO (PROVINCIAL, OVERNIGHT TRIPS)

Examples: overnight sports tournaments or games, overnight field trips

- may be of more than one day in duration

LEVEL THREE (PROVINCIAL, MEDIUM-RISK TRIPS)

Examples: skating, cycling, skiing (downhill and cross-country)

- may be of more than one day in duration

LEVEL FOUR (PROVINCIAL, OUTDOOR ADVENTURE)

Examples: hiking, canoeing, orienteering, camping

- may be of more than one day in duration

CAREER LIFE PROGRAMS FIELD TRIPS:

The following steps must be completed prior to a *local field trip* taking place:

1. This form completed in full and signed off by the teacher, and school principal
2. The original copy of this form must be kept on file at the school
3. The signed form must be **scanned** to: careerlife.programs@sd23.bc.ca
4. Only bussing funds will be covered - TOC coverage is not paid for by CLP
5. The head secretary is to enter the busing information in CIMS must be **at least two weeks in advance**

Scan the signed and completed form to: careerlife.programs@sd23.bc.ca

Career Life Programs Department at Hollywood Road Education Services

DISTRICT GUIDELINES: LEVELS 4 AND 5 FIELD TRIPS ONLY

It is recommended that principals consult well in advance with the Superintendent or designate about the policy and procedures that pertain to Level 4 and 5 field trips. To receive preliminary approval to continue planning a Level 4 or 5 field trip, principals should submit a copy of the Field Trip Application, the Level 4 – 5 Field Trip Checklist, and the parent information letter to the school's Director of Instruction.

For all Level 4 and 5 field trips, submit a Field Trip Application form, a Level 4 – 5 Field Trip Checklist and a letter to the school's Director of Instruction. The following conditions must be met:

1. Inherent risks are attached to the Parent Permission form
2. The budget for the trip has been presented to the parents of involved students
3. Any special requirements in order to participate (i.e. academic, behaviour, physical endurance standards) are attached to the Parent Permission form
4. Parent has been consulted well in advance regarding this trip and are supportive of this education activity
5. Itinerary is outlined on Parent Permission form
6. Learning outcomes to be achieved are outlined on the Parent Permission form
7. Safety precautions to be taken are listed
8. Names of participating students are attached
9. Individual student's ability to pay his/her share of the cost will not be a factor in determining participation on this trip
10. Arrangements have been made so that students not participating may achieve these learning outcomes through alternate means

Application for Level 4 field trips must be submitted to the Superintendent or designate 30 days prior to the commencement of the trip.

Application for Level 5 field trips must be submitted to the Superintendent or designate 60 days prior to the commencement of the trip.