Form 607.1.1 Request for Field Trip Approval

☐ New ☐ Revised

Use this form for:

Date(s):

Please attach any additional information if the space provided is insufficient.

School: ___________________________

Alt. Phone: ___________________________ (optional)

Email address: ___________________________

Destination: ___________________________

Departure date: ___________________________ Return date: ___________________________

Departure time: ___________________________ Return time: ___________________________

Area of study: ___________________________

Purpose of trip: ___________________________

Grade level(s): ___________________________

# of students: _______ # of males: _______ # of females: _______

Name of supervisors:

Teacher in Charge: ___________________________

Other supervisor: ___________________________

Other supervisor: ___________________________

Other supervisor: ___________________________

Total # of supervisors: _______ Primary first aider: ___________________________

Name of service provider: (if applicable)

Name: ___________________________

Contact person: ___________________________

Phone: ___________________________

Accommodations (if applicable): ___________________________

Method of transportation: ___________________________

Attachments checklist (as applicable):

☐ Detailed Itinerary

☐ Parent Correspondence

☐ Risk Assessment for Amber Activities (Form 607.1.2)

☐ Risk Checklist for International Trips (Form 607.1.3)

☐ Assessing Leader Qualifications for Outdoor Pursuits (Form 607.1.4)

☐ Waiver forms completed (Form 607.1.5)

☐ Volunteer Driver Authorization (Form 700.3.1)

☐ Parent Permission for Student Travelling with Volunteer Driver (Form 700.3.2)

☐ Safety Plan (when appropriate, either location or student specific)

Equal access for all students assured: ☐ Yes ☐ No
Form 607.1.1 Request for Field Trip Approval  (Continued)

Educational value and cost of activity

What are the educational/social/recreational goals of the trip?

What follow-up activities will occur?

What are the estimated costs for this activity, including the portion paid by each student? Describe funding sources and plans for any fundraising.

How will students be prepared for the trip in terms of required knowledge, skills and attitudes?

Are there any safety risks or medical issues that should be considered or planned for? (Which may include informing Staff, Parents, Students or Volunteers)

I have reviewed and applied relevant Board policies and safety guidelines:   ○ Yes   ○ No
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Authorization for collection of personal data:

Personal information is collected under the authorization of the Alberta Freedom on Information and Protection of Privacy (FOIP) Act for the purpose of completing the off-site activity described above.