Form 607.1.1 Request for Field Trip Approval

[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)
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)
- Swimming Ability (Form 607.1.7)
- Acknowledgement of Risk 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
**Name of Teacher in Charge (please print)**

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**Name of Principal (please print)**

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**Associate Superintendent (if required) (please print)**

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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.