

Form 260C – Request For Approval in Full



This form is to be used by the principals to request approval in FULL from the Board of Trustees for **National and International** field trips.

I have attached a fully updated Off-Site Activity Proposal (Form 260A) completed by the teacher in charge of this trip.

Check One

	Attached	Covered in Proposal
1) Fully updated Off-Site Activity Proposal (Form 260A)	<input type="checkbox"/>	<input type="checkbox"/>
2) Details of Tour company used	<input type="checkbox"/>	<input type="checkbox"/>
3) Copies of all parental consent form	<input type="checkbox"/>	<input type="checkbox"/>
4) Copies of any additional waivers needed for high risk activities.	<input type="checkbox"/>	<input type="checkbox"/>
5) List of participants with contact information including which groups of students were invited to participate.	<input type="checkbox"/>	<input type="checkbox"/>
6) Details of costs and fundraising activity indicating school's consideration to include the maximum number of students.	<input type="checkbox"/>	<input type="checkbox"/>
7) Medical Plan:	<input type="checkbox"/>	<input type="checkbox"/>
a. Immunizations required		
b. Planning for students with medical conditions		
c. Planning for emergencies		
d. Proof that one adult has current first aid certificate		
8) Proof that there are no travel warnings for that particular location (www.voyage.gc.ca).	<input type="checkbox"/>	<input type="checkbox"/>
9) Minutes of parental meetings showing that parents were given detailed information regarding activities, risks, expectation and consequences for student behavior, costs, etc.	<input type="checkbox"/>	<input type="checkbox"/>

Form 260C – Request For Approval in Full



- | | Attached | Covered in Proposal |
|--|--------------------------|--------------------------|
| 10) Travel plan outlining all forms of transportation used. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none">- If school is providing a bus and parents opt to travel on their own, form "Student Declining Transportation" must be submitted.- If school is using volunteer drivers, form "Volunteer Driver" must be submitted along with a statement that volunteer driver was given information re: Non-owned Auto Insurance.- If parents are responsible to get their children to the airport, or to a meeting point, parents must sign waiver outlining that HPSD accepts no liability for any mishaps until school takes control of students at the designated meeting point. | | |
| 11) List of all Volunteers and Supervisors: | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none">- Acceptable Criminal Record checks for any non-staff supervisor or volunteer must be provided prior to being selected and approved to participate in the trip. Note: should criminal record check identify that the individual "may or may not have a record", please contact Human Resources at Central Office for additional steps. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none">- Statement that volunteers were carefully selected, given instruction as to their roles and responsibilities and given "Important Information for Volunteers" and have signed "Volunteer Code of Conduct". | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none">- If the tour company offered free or discounted trip for supervisors, a statement indicating how free or discounted trips for supervisors were allocated. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Risk Assessment: No prescribed format – will vary depending on nature of trip. The Risk Assessment should be updated from the original submission for Approval in Principle. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none">- Things to Think About- Safety Guidelines for Physical Activities in Alberta Schools- Location- Culture of Country and Crime- Transportation | | |

Form 260C – Request For Approval in Full



Attached Covered in

13) Number of School Days missed by students and an educational plan for missed instruction and for students who are staying behind.

☐☐

I support this activity and have approved the planning processes.

Signature of Principal