



- **This application must be submitted to Director of Programs and Services for approval before staff becomes involved in trip arrangements and before parents/guardians are informed.**
- In planning a school trip, policies and procedures are to be followed. Please review AP/BP 202.1 Vehicles for Co and Extra-Curricular School Trips, AP/BP 402.3 School Trips, and AP/BP 406.1 Adventure Education.

1. Name of school: _____ Application date: _____

2. Purpose of trip (link to learning outcomes): _____

3. Place(s) to be visited: _____

4. Transportation arrangements: _____

5. Accommodation arrangements: _____

6. Departure Date: _____ Place: _____ Time: _____

7. Return Date: _____ Place: _____ Time: _____

8. Amount of Instructional Time Students to be absent: _____

9. Number of Classes attending: _____ Number of Students attending: _____

10. Are all students in above classes participating? _____ If not, please explain: _____

11. Cost of trip per student: _____ Explain the financial arrangements for the trip: _____

12. How will funds be raised? (be specific): _____

13. Name(s) of teachers and chaperones who will accompany the students: _____

14. What are the intentions regarding parental participation? _____

15. Provide itinerary details (attach if necessary): _____

After staff consultation, I consider the above an appropriate educational trip and request approval for it. All requirements of related policies and procedures have been/will be met.

Principal's signature: _____ **Date:** _____

Approval of Director of Programs & Services: _____ **Date:** _____

Comments: _____