



FIELD TRIP INFORMATION FORM

This field trip form must be signed by the principal and accompanied by a **copy of the resolution passed by the Governing Board** authorizing the field trip. For all **overnight field** trips this form must be completed **one month prior to the date of the trip** being held and sent to the Director of Educational Services. In case of trips outside of Canada, the Director of Educational Services will inform the D.G. and send confirmation of approval to the school principal.

SCHOOL	
PARTICIPANTS	
ORGANIZERS	

TRIP NAME	
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OBJECTIVES (re:curriculum)	
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DESTINATION ITINERARY BY DAY & DATES CONTACT PERSON	Destination:
	Date(s):
	Departure time from school: Arrival time back to school:
	Contact person:

MODE OF TRANSPORTATION	
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DURATION DATES	
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PREREQUISITES • Ratios • Passports Required documents, etc. • High Risk-to insurer	(Epipens,health records, health insurance numbers)
	Number of teachers: Number of supervisors: Number of students: RATIO (supervisors:students):

COST	Transportation: \$ per student
	Entrance/activity fee: \$ per student Meals: \$ per student
	TOTAL COST PER STUDENT: \$

Principal's Signature: _____ Date: _____