

# Field Trip Application Extended or International Travel



For trips greater than 5 days within Canada, or, any travel outside of Canada and Washington State. Approved by the Board of Education.

**NOTE: Fundraising MUST NOT commence until the application has been approved in principle by the Board.**

Date Submitted: \_\_\_\_\_

1. Sponsoring School(s): \_\_\_\_\_

2. Destination: \_\_\_\_\_

3. Departure and Arrival times: \_\_\_\_\_

4. Dates of Excursion and Number of Instructional Days Used (if any): \_\_\_\_\_

5. Description of Activity (name of event if known; program/team involved; etc) \_\_\_\_\_

\_\_\_\_\_

6. Number and Grade Level of Students: \_\_\_\_\_

7. Plans for Curricular / Instruction / Assignment make-up: \_\_\_\_\_

\_\_\_\_\_

8. Names of Supervisors (names and indicate whether parent or teacher): \_\_\_\_\_

\_\_\_\_\_

9. Outline Past Experiences of Supervisor(s) /coach(es): \_\_\_\_\_

\_\_\_\_\_

10. Method of Travel and Name of Carrier(s): \_\_\_\_\_

\_\_\_\_\_

11. Appropriate Funding Practices

a) What is the total per pupil cost for the excursion? \_\_\_\_\_

b) Of the total per pupil cost, how much is each pupil required to pay? \_\_\_\_\_

c) What is the source of funds when there is a difference between (a) & (b)? \_\_\_\_\_

\_\_\_\_\_

d) How much is each supervising staff required to pay? \_\_\_\_\_

e) What is the total cost of the excursion? \_\_\_\_\_

f) If a tour or travel agency has been used to assist in the arrangements, what is the name of that agency?  
Who is the contact person?

\_\_\_\_\_

- g) If other agencies are contributing to costs of the excursion, please identify agencies and their estimated contributions.

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12. Appropriate Liability Coverage

- a) Have arrangements been made to assure that all students and supervising staff have:

i) accident insurance? \_\_\_\_\_

ii) health insurance? \_\_\_\_\_

iii) cancellation insurance? \_\_\_\_\_

13. Describe the Emergency Response Plans / First Aid arrangements in place: \_\_\_\_\_

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14. Appropriate Accommodation Arrangements

Describe the accommodation arrangements. (If your students are being billeted, a contact name is needed for each billet.)

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15. Appropriate Supervision Arrangements

- a) What is the ratio of supervisor/student? \_\_\_\_\_

- b) What strategies have the supervisors / coaches planned to assure the safety and appropriate supervision of the students?

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16. If traveling out of the country, what provisions have been made regarding proof of citizenship or immigration status?

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17. Appropriate Parent Input

- a) Have parents been surveyed regarding their support for this trip? (Give details)

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b) Will parents be asked to contribute either time or funds? (Please explain)

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18. Appropriate Use of Instructional / Learning Time

a) What specific section of the curriculum is related to this excursion?

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b) What are the learning outcomes planned for this excursion?

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c) How will the students' success in achieving the outcomes be measured?

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d) Describe the educational preparation students will receive prior to the excursion.

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e) What follow-up educational activities are planned for the students?

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f) What monitoring activities are planned during the excursion to assure that students are achieving the educational experience intended?

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19. Appropriate Use of Staff Time

a) What evidence is there that the supervising staff has the expertise to assist the students in the educational outcomes intended?

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- b) If students regularly assigned to supervising staff will not be participating in the excursion, what measures have been taken to assure that the quality of instruction these children will receive during staff absence is suitable?

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20. Appropriate Student Access

- a) What are the qualifying factors (if any) required of participating students?

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- b) Have any students been excluded because of an inability to pay? \_\_\_\_\_

- c) What arrangements have been made for students who require financial assistance?

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- d) If substitute time is required, how will the cost be borne?

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**(NOTE: Please attach a copy of the itinerary.)**

21. Signatures for Application

**Principal:** \_\_\_\_\_

**Teacher Sponsor(s):** \_\_\_\_\_

**Board Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE: A copy of the proposed itinerary of student activities and schedules MUST be provided with the application. If required, the Board will request the final itinerary three months prior to the trip.**