

Administrative Procedure 260 Appendix C

Out of Province Field Trips/Excursions - Board Approval Package Check-List

Out of Province

- Letter from the principal to the superintendent outlining proposed trip and in support of the trip
- Associated costs of the trip
- Proposed itinerary (including provisions for students to attend Mass if the trip includes a Sunday and/or Holy Day of Obligation. Please refer to AP 260 (6.8).
- Clarification that the trip is 100% user pay and is open to students who meet eligibility requirements
- Student eligibility requirements
- List of approved supervisors and confirmation that the supervisor to traveler ratio meets the requirements listed in AP 260 (8), and meets the male/female requirement
- Assurance that parents will be informed that the Board assumes no financial liability to students and/or their parents should the Board cancel an approved trip
- Purpose, educational value, learning opportunities and curriculum studies of trip (if applicable)
- Elements of risk
- Field Trip Approval Form (on-line field trip form creator)
- Field Trip Parental Consent Form
- Flight Schedule (if applicable) and Hotel Information