

PINE CREEK SCHOOL DIVISION
Box 420, Gladstone, Mb. R0J 0T0 Tel: (204) 385-2216 Fax: (204) 385-2825

**REQUEST FOR APPROVAL –
EXTENDED FIELD TRIP**

Requests must be received at the Division Office as soon as possible, but not later than four (4) weeks in advance of the trip.

School: _____

Date Submitted: _____

FIELD TRIP INFORMATION:

Destination: _____

Date(s) of Field Trip: _____

Description of Activities: _____

Teacher in charge: _____ No. of Students: _____ Grade Level(s): _____

Name(s) of Teacher Supervisors: _____

Names(s) of Non-Teacher Supervisors: _____

TRANSPORTATION:

Departure Time: _____ Return Time: _____

Details of Transportation Arrangements: _____

ACCOMODATIONS & FOOD:

Accommodation Arrangements: _____

Housing Cost per Student: _____

Food Arrangements: _____

Food Cost per Student: _____

Total Cost to be charged to each student participating: _____

CHECK ITEMS BELOW THAT HAVE BEEN ARRANGED

- Appropriate Transportation Requisition sent to Transportation Supervisor
- Parental Permission Forms Completed
- Medical Information in case of Accident or Sickness
- Parent to Group and Group to Parent Communication for Emergencies
- Group Location(s), Phone No. & participant roster filed with school.
- Means of dealing with students who become a discipline problem
- Insurance Requirements met (if applicable)
- Safety Issues (YouthSafe Mb. Resource Guide) addressed (if applicable)
- Itinerary giving destinations and approximate times filed with school
- Alternate Plans in case of Inclement Weather

FIELD TRIP AUTHORIZATION

This field trip has been approved by:

School Principal: _____

Date: _____

Superintendent: _____

Date: _____

Authorization report to the Board at the meeting of _____
date