

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

**SPECIAL AND OUT-OF-PROVINCE FIELD TRIP
REQUEST FOR FINAL APPROVAL**

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: _____ Dates: _____

Teacher in Charge: _____ Students: _____
Number Grade(s)

Chaperone(s) Names: _____

Transportation Arrangements: _____

Accommodations and Food Arrangements: _____

Financial Details (Cost per student / Sources of Funding): _____

Check Items Below and Attach Details (if applicable):

- Detailed Itinerary (including overnight information and activities)
- Parent Permission Forms on file at the school
- Parent to Group and Group to Parent Communication for Emergencies (Phone Tree on file at the school)
- Roster of Participants (one on file at the school)
- Insurance Requirements met
- Student Medical / Health Information Secured
- How have the students been prepared for the trip?
- What follow-up activities will occur?
- Supervision Plan – Identify the roles and responsibilities of supervisors (large/small group management/supervision, discipline, night checks, activity instructions, others)
- Safety issues (YouthSafe Mb resource guide) addressed (if applicable) – detail
- Other relevant information unique to this particular trip.

Special or Out-of-Province Field Trip Authorization:

Principal's Signature _____ Date: _____

Board of Trustees: Resolution Number _____ Date: _____

Superintendent's Signature: _____ Date: _____