



Form 3040 Field Trip Application Form

To be completed for any school-sponsored activity which occurs off school grounds for any period of time beyond the usual activities of a curricular class.

Teacher:

Date Submitted:

Trip Departure Date and Time:

Trip Return Date and Time:

School:

Destination:

Description of Activity including curricular relevance (if applicable):

Group or class of students:

Grade(s):

Transportation Arrangements:

Number of participating students:

Cost per student:

Number of Supervisors:

Supervisor Names:

TOC Required:

GL:

TYPE	FREQUENCY	DURATION	DESTINATION
<input type="checkbox"/> Curricular	<input type="checkbox"/> Single Trips	<input type="checkbox"/> Day	<input type="checkbox"/> Within CRD
<input type="checkbox"/> Athletic, Extra Curricular	<input type="checkbox"/> Multiple Trips	<input type="checkbox"/> Overnight	<input type="checkbox"/> Beyond CRD
<input type="checkbox"/> Outdoor Education			<input type="checkbox"/> International
<input type="checkbox"/> Wilderness			

Tick to confirm that you have or will ensure:

- Form 3040-A Field Trip Checklist completed (reverse)
- Form 3040-B Field Trip Consent Form attached
- Letter to parents attached
- Form 3040-C Volunteer Driver Application on file with school
- Form 3040-D Ski Trip and Snowboard Waiver and Consent form attached (if applicable)
- International parent permission letter attached (if applicable)
- Volunteers have current Criminal Record Checks
- Student List prepared: copy to accompany supervisors on trip and copy on file with school
- Transportation arrangements confirmed

APPROVAL OF ADMINISTRATOR:

Signature of Administrator

please PRINT name

Date

Curricular trips involving potential safety concerns or overnight travel beyond the CRD, Outdoor Education and Wilderness Trips must also be approved by the Assistant Superintendent. Please keep the original on file at the school and forward a copy to SBO.

DISTRICT PRELIMINARY APPROVAL:

DISTRICT FINAL APPROVAL:

Signature of Assistant Superintendent and Date

Signature of Assistant Superintendent and Date

Checked:

A. Field trip minimum supervision ratios:

In a co-education overnight trip there must be co-ed supervision.

Level	Ratio for Day Trips	Ratio for Overnight Trips
Elementary (Grade K-5)	2 adults per class	<16 students, 2 adults >16 students, 1 adult per 8 students
Middle (Grade 6-8)	1 adult per class	<20 students, 2 adults >20 students, 1 adult per 8 students
Secondary (Grade 9-12)	1 adult per class	1 adult per 15 students

B: Timelines:

Application forms must be submitted for approval in advance of the trip according to the following schedule:

There may be exceptions made to the timelines in the case of late emerging, unique or earned opportunities.

Within CRD for one day	School Administrator	Two weeks
Outside the CRD or including more than one overnight stay	Assistant Superintendent	Four weeks
Outside the province	Assistant Superintendent	Preliminary: Six months Final package: Six weeks

Curricular trips involving potential safety concerns or overnight travel beyond the CRD, Outdoor Education and Wilderness Trips must be approved by the Assistant Superintendent.

PLEASE COMPLETE THIS SECTION FOR ALL TRIPS

Describe any potential safety concerns: _____

- An up-to-date list with all field trip participants will be created with the student’s medical insurance number, doctor’s name, home phone number, emergency contact number and relevant medical information and filed with the office;
- The level of supervision is appropriate to the nature of the field trip;
- First aid equipment, appropriate to the nature of the field trip, is available;
- A means of emergency communication is readily available;
- The trip is level appropriate taking into account age, maturity, health, fitness, skill;
- Supervisor qualifications are appropriate to the nature of the trip; e.g.: rock climbing, canoeing, etc.;
- Contingency plans are in place in the event that a change occurs; and
- In the case of Out-of-Province Field Trips organizers should create a special checklist outlining possible requirements such as VISAs, passports, insurance, medical requirements, etc.

Depending on the nature of the trip, one or more of the following may also apply:

Water Safety: If students will be on, in or under water or near water without close supervision please ensure:

- Certified lifeguards or supervisors with life guard certification are on site;
- Personal flotation devices are worn by all participants for rowing, kayaking, canoeing, etc.
- Safety precautions and expectations specific to activities including rowing, kayaking, sailing, scuba diving, etc. are described in a document for parents.

Skiing and Snowboarding

- 3040-D Ski Trip and Snowboard Permission Form signed by parent/guardian.

Outdoor and Wilderness:

- Emergency procedures are arranged and in place.

SUPERVISOR NAME AND CONTACT NUMBER WHILE ON TRIP: _____