



PORTAGE LA PRAIRIE SCHOOL DIVISION
SPECIAL AND INTERNATIONAL FIELD TRIP REQUEST
Application for School Board Authorization

Out of Canada trips and/or trips that extend beyond three school days require prior authorization by the School Board.

The completed application form is to be submitted to the Superintendent a minimum of eight weeks prior to the proposed trip and prior to the finalization of any arrangements associated with the trip.

School _____ Destination _____

Departure date _____ Return date _____ Number of School Days _____

Purpose of Trip _____

Grade/Group Involved _____ No. of Students _____

Mode of Travel: School Bus Other (specify) _____

Name of Tour Co. (if applicable) _____

Estimated Cost of Trip

Transportation \$ _____

Accommodation \$ _____

Meals \$ _____

Other \$ _____

Total cost of trip \$ _____



Anticipated Sources of Funds

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total of all revenue	\$ _____
Final actual cost per student	\$ _____

Staff Chaperones (names) _____

Parent Supervisors (number) _____

Itinerary (list or attach) _____

Accident & Travel Insurance Details _____

Follow-up plans and communication (after completion of the trip) _____

signature - principal

date



NOTE TO PARENTS AND STUDENTS

_____ School is arranging a field trip to _____
for grade _____ students on _____
Date

ELEMENTS OF RISK

International field trips may present various elements of risks as might various forms of related transportation including air flight. Accidents related to such activities may occur and cause injury to a student or students through no fault of the school board, a transporter or of a facility at which activities take place.

Participants must assume these risks.

THE PORTAGE LA PRAIRIE SCHOOL DIVISION DOES NOT PROVIDE ANY ACCIDENTAL DEATH, DISABILITY, DISMEMBERMENT OR MEDICAL EXPENSES INSURANCE ON BEHALF OF STUDENTS PARTICIPATING IN FIELD TRIPS.

ACKNOWLEDGEMENT

WE HAVE READ AND UNDERSTAND THESE WARNINGS.

Dated:

X _____
(Signature of Student)

X _____
(Signature of Parent/Guardian)

PERMISSION

I GIVE _____

permission to participate in the excursion sponsored by _____ School

during _____

Dated: _____

Signature of Parent/Guardian X _____