



PORTAGE LA PRAIRIE SCHOOL DIVISION
SPECIAL AND INTERNATIONAL FIELD TRIP REQUEST

Application for School Board Authorization

Trips outside of Manitoba that exceed the maximum guideline, trips that exceed the maximum guidelines and/or trips that extend beyond three school days require prior authorization by the School Board. All International trips must be approved by the School Board; this includes trips to the United States.

Maximum distance guidelines are:

Primary: 200 km one way

Middle Years: 600 km one way

Sr. High 1000 km one way

These trips are subject to the approval of the School Board. The initial application is to be made to the Board, for approval in principle, prior to any formal contact being made with parents/guardians or students. The completed application form is to be submitted to the Superintendent a minimum of ten weeks prior to the proposed trip and prior to the finalization of any arrangements associated with the trip. The completed application will be presented to the school board for final reading and approval. This approval must be a minimum of eight weeks prior to the leave date of the trip. Any volunteer chaperoning that is not a divisional employee must have a criminal record check.

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 _____