

**INTENT TO PARTICIPATE IN A FIELD TRIP
OUTSIDE OF BOARD JURISDICTION**
(West of Kingston, Out of Province)

1. Complete the form
2. Secure approval of the Principal
3. Send to the Regional Superintendent of Education
4. Presented at Executive Council for Approval

School: _____ Teacher(s) in Charge: _____

Grade(s): _____

Date of Departure: _____ Date of Return: _____

Destination: _____ Phone No.: _____ # of School Days _____

No. of Students Traveling _____ Cost per Student: _____

Estimated Fundraising per Student: _____

Total Student Contributions: \$ _____

Total Fundraising: \$ _____

Total School Contribution \$ _____

Other Contributions: \$ _____ TOTAL BUDGET: \$ _____

Course(s) Related to the Trip: _____

Link to Curriculum: _____

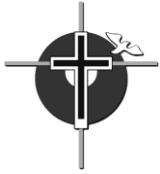
Transportation provided by: _____ Coach _____ Airline

Name of Provider: _____

Travel Providers Consulted (*minimum 2 quotes required*)

Name: _____ Quoted Price: _____

Name: _____ Quoted Price: _____



Chaperones/Coaches: Staff Non-Staff

Male: _____ _____

Female: _____ _____

Overnight supervision provided by an external provider? Yes / No

If yes, provider name: _____

Please check that the following items are:	On File At School	Accompany the Teacher in charge
Parental Consent	_____	_____
Detailed Itinerary and Program Description	_____	_____
First Aid Kit	_____	_____
Medical Insurance for Out-of-Province	_____	_____
Communication Plan	_____	_____
Code of Behaviour	_____	_____
List of Participants	_____	_____
Overnight Supervision Plan / Schedule	_____	_____

Principal Approval/Signature: _____ Date: _____

Superintendent Approval/Signature: _____ Date: _____