



Submitted by lead teacher to the Superintendent (or designate) for approval by the Board, 24 weeks prior to departure.

Event Details			
Lead Teacher:		School:	
Group / Class / Team:		Number of female students:	
		Number of male students:	
Date:	Event:	Destination:	
Other Supervisors:		Supervisor/Student Ratio:	
Describe student eligibility requirements:			
Describe curriculum connections:			
Describe plan for informing and meeting with parents:			
Transportation Details			
Means of Transportation: <i>(Check all that apply)</i>	School/District Bus	School/District Van	Private Vehicle
	Drivers Names:		Approved by Principal <i>(Initial)</i> :
	Commercial Carrier (Bus) ___	(Taxi) ___	(Plane) ___
Describe transportation plan (including route details, departure and arrival times):			
Expenses (Estimated)			
Total cost of trip: \$	Amount fundraised: \$	Remaining cost per student: \$	
If the cost of the trip exceeds \$1000, describe how you have complied with AP 30-15:			
Additional Documents (✓)			
	Attach copy of Trip Itinerary.		
	If the trip includes physical activities, provide copy of the relevant pages from the Safety Guidelines for Physical Activity in Alberta Schools.		
	Attach description of duties of volunteers and chaperones.		
	Attach satisfactory report travel from Government of Canada – Department of Foreign Affairs and International Trade (www.voyage.gc.ca/dest/sos/warnings-en.asp).		

Reviewed by Superintendent or Designate: (Date) _____

Approved: (Date) _____ Board Motion: # _____