



Approval in principle: Extra-curricular or co-curricular trips, field trips and excursions
F 6-03A

Trips (including extra-curricular, co-curricular and field trips): Submitted by the lead teacher to principal prior to proposed departure.

Excursions: Submitted by the lead teacher to principal 4 weeks prior to proposed 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:
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> :
No vehicles used (✓) ___	Commercial Carrier (Bus) ___ (Taxi) ___ (Plane) ___ (Boat or Ferry) ___	
Describe transportation plan (including route details, departure and arrival times):		
Expenses (Estimated)		
Total cost of trip: \$	Amount fundraised: \$	Remaining cost per student: \$
Contingency Plan (see item 1.12.3 in AP 60-3)		
Describe considerations in case of bad weather, cancellations, delays etc :		
Additional Documents (✓)		
	Attach copy of Trip Itinerary.	
	Attach copy of a prepared sample F6-03-C Informed Consent/Permission - Extra-Curricular or Co-Curricular Trips, Field Trips and Excursions	
	Requirements of the Safety Guidelines for Physical Activity in Alberta Schools for this activity have been addressed and students have been prepared.	
	Requirements of the ASBIE Off-Site Policy and Procedures Manual for this activity have been addressed and students have been prepared.	
	Attach a copy of financial calculations describing costs associated and fees to be collected (ie. Transportation, bus calculations)	

Principal Signature: _____ Date: _____