

**Curricular Trip Application Form
Level 3 – High Risk**

AP 261-04 (Fillable)

(e.g. outdoor adventure, open water swimming/canoeing, etc.)

Principal & Superintendent Approved

Please check the type of trip:

- ☐ **Day trip** (in community); request must be made **2 weeks in advance**. Principal approved.
- ☐ **Day trip** (in province or up to 200 km into Manitoba); request must be made **2 weeks in advance**.
- ☐ **1 Day Overnight** (in province or up to 200 km into Manitoba); request must be made at least **4 weeks in advance**.
- ☐ **2+ Days Overnight** (in province or up to 200 km into Manitoba); request must be made at least **8 weeks in advance**.

Date of Request: <i>Ex. 9/23/2024</i>		Destination:	
Activity:			
Departure Date: <i>Ex. 9/23/2024</i> Departure Time: <i>Ex. 9:00 am</i>		Return Date: <i>09/23/2024</i> Return Time: <i>Ex. 5:00 pm</i>	
Lead Teacher:		Cellular Contact Number:	
Other Supervisors (parents/volunteers):			
Grade: Group:		Number of Students:	
Transportation Plans:			
Accommodations: (if applicable)			
First Aid Certified Staff:			
Coverage or Substitute Requested (indicate hours or periods):			

1. Relevance to Curriculum

1.1. Pre-Trip Learning

1.2. Trip Learning

1.3. Post-trip Learning

2. Projected Trip Funding and Costs

2.1. Sources of Funding

2.2. Cost per Student

2.3. Provisions for Those Unable to Pay

3. **Safety Plan** [Briefly describe (or attach to the trip plan) the risk assessment and safety planning process to address any key risks related to the site/area, weather, activity or group].
4. **Itinerary (please include activities, times, places - this may be provided as an attachment to the form)**
5. **Special Needs Addressed**

Additional tasks to be completed by the applicant and submitted to the Principal 3 days prior to the trip:

- ☐ Hold parent information meetings to fully inform parents of the inherent risks for trips longer than 2 days
- ☐ Parent/Guardian trip consent forms on file
- ☐ List of student participants
- ☐ Medical health issues and emergency contact on file
- ☐ Appropriate and adequate travel and supervision arrangements (male and female supervisors for co-ed trips)
- ☐ Permission for use of private vehicle for each driver must be approved by the principal and on file in the office
- ☐ School van or private vehicle student list must be on file in the office
- ☐ Participant fees are to be submitted to the office

Signature of Applicant

Date: **Ex. 09/30/2024**

Signature indicates that the applicant has read and understood Administrative Procedure 261 - Curricular Trips and the related sections of the Physical Activity Safety Handbook and that the arrangements made are in compliance.

To be completed by the Principal

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- ☐ Approved
 - ☐ Withheld, pending the following: _____
 - ☐ Not Approved due to: _____

Principal's Signature

Date: **Ex. 09/30/2024**

Superintendent Signature

Date: **Ex. 09/30/2024**

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- Original to be kept on file at the school.
 - Copy to be returned to the applicant.
 - Copy to be kept on file at the division office.