

Curricular Trip Application Form
Level 2 – Moderate Risk

AP 261-03 (Fillable)

(e.g. off-site ice skating, cross country skiing, downhill skiing, pool activities with lifeguard, overnight trips, etc.)

Principal Approved (copy submitted to division office).

Please check the type of trip:

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

Date of Request: (Ex. 09/30/2024)		Destination:	
Activity:			
Departure Date: (Ex. 09/30/2024) Departure Time (Ex. 9:00 am)		Return Date: (Ex. 09/30/2024) Return Time: (Ex. 9:00 am)	
Lead Teacher:		Cellular Contact Number:	
Other Supervisors (parents/volunteers):			
Grade: Group:		Number of Students:	
Transportation Plans:			
Accommodations: (if applicable)			
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:

- ☐ 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 & 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
- ☐ Criminal Record Check for volunteer submitted

Signature of Applicant

Date

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

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

Principal's Signature

Date: **(Ex. 09/30/2004)**

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