

Christ the Teacher Catholic Schools

Curricular Trip Application Form

AP 261-01 (Fillable)

Level 1 – Low Risk, Local

(e.g. trip to museum, historic sites, fire hall, nursing home, etc.)

PRINCIPAL APPROVED

Please check the type of trip:

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

Date of Request: (Ex. 09/30/2024)		Destination:	
Activity:			
Departure Date: (Ex. 09/30/2024)		Return Date: (Ex. 09/30/2024)	
Return Time: (Ex. 8:00 am)		Return Time: (Ex. 8:00 pm)	
Lead Teacher:		Cellular Contact Number(s):	
Other Supervisors (parents/volunteers):			
Grade: Group:		Number of Students:	
Transportation Plans:			
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 are returned and are on file when students are transported by parents/volunteers, division vans or by bus
- ☐ List of student participants
- ☐ Medical health issues and emergency contact on file
- ☐ Appropriate and adequate travel and supervision arrangements
- ☐ 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)

- Original to be kept on file and made available as requested by the Director or Superintendent of Education.
- Copy to be returned to the applicant.

AP 261-01 (Fillable) Form - created fillable form - Sept. 27, 2024