

Curricular Trip Application Form
Risk Level 4

AP 262-01 (Fillable)

Out of Province (trips beyond 200 km into Manitoba)(request must be made 4 months in advance)

Principal & Superintendent Approved

Date of Request: Ex. 09/24/2024		Destination:	
Activity:			
Departure Date: Ex. 09/09/2024		Return Date: Ex. 09/24/2024	
Departure Time: Ex. 4:00 pm		Return Time: Ex. 9:00 pm	
Lead Teacher:		Cellular Contact Number(s):	
Other Supervisors (parents/volunteers):			
Supervisor(s) with First Aid Certificate			
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**
6. **Accident & Travel Insurance Details**

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

- ☐ Hold parent information meetings to fully inform parents of the inherent risks for trips longer than 2 days
- ☐ Inform parents in writing of the specific nature of the activity and its inherent risks.
- ☐ 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

Additional tasks to be completed by the applicant and submitted to the Principal 1 month prior to the trip:

- ☐ 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

Signature of Applicant

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

Signature indicates that the applicant has read and understood Administrative Procedure 262 Students Out-of-Province Travel and the related sections of the Physical Activity Safety Handbook and that the arrangements made are in compliance.

ADMINISTRATIVE APPROVAL

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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.