

Christ the Teacher Catholic Schools

Extracurricular Travel Request – Principal Approved

Please check the type of trip:

- ☐ **Day trip** (in province or up to 200 km into Manitoba); request must be made **1 day in advance**.
☐ **Overnight** (in province or up to 200 km into Manitoba); request must be made at least **7 days in advance**.
☐ **Season** (in province or up to 200 km into Manitoba); request must be made **7 days before the first event**.

Note: Travel not requested will not occur without approval by the principal.

Staff Advisor(s):			
Date of Request:		Destination(s): *see attached if for season	
Departure Date & Time :		Return Date & Time:	
Group:		Number of Students:	
Event:		Cellular Contact Number(s):	
Transportation/Drivers:			
Itinerary or Season Plan (please list details of trip or season – this may be provided as an attachment to the form – a transportation plan must be submitted prior to each trip during the season)			
Coverage or Substitute Requested (indicate hours or periods)			

Signature of Applicant

Date

Signature indicates that the applicant has read and understood Administrative Procedure 260 Extra-Curricular Activities and that the arrangements made for it are in compliance with that procedure.

Applicant checklist of information provided to Principal:

- ☐ Itinerary (also provided to parent/guardian) & transportation plans
☐ List of student participants
☐ Accommodation arrangements and plans for supervision (e.g.: swimming or co-ed chaperones for overnight trip)
☐ Parental/Guardian consent on file
☐ Medical information (health issues, emergency contact) on file

☐ Approved ☐ Not Approved due to: _____

Principal's Signature

Date

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