



Beautiful Plains School Division

Request for Overnight or Out-of-Province Activities

Requests must be received at the School Division Office as soon as possible, but not later than timelines in Extra / Co-Curricular Travel Procedures document.

SCHOOL:

DATE:
(submitted)

ACTIVITY INFORMATION

DESTINATION:		DATE OF ACTIVITY:	
TYPE OF ACTIVITY:			
TEACHER IN CHARGE:		No. of STUDENTS:	GRADE LEVEL:
NAME(S) OF TEACHING SUPERVISORS:		NAME(S) OF NON-TEACHING SUPERVISORS:	

TRANSPORTATION

Departure Time:	Return Time:
Details of Transportation Requirements:	

ACCOMMODATIONS & FOOD

Type of Housing:
Housing Cost Per Student:
Food Arrangements:
Food Cost Per Student:
Total Cost to be Charged to each Participating Student:

CHECK ITEMS BELOW THAT HAVE BEEN ARRANGED

<input type="checkbox"/>	(1) Itinerary giving destinations and approximate times sent to Transportation Supervisor.
<input type="checkbox"/>	(2) Parent Permission in Written Form
<input type="checkbox"/>	(3) Medical Attention in Case of Accident or Sickness
<input type="checkbox"/>	(4) Parent to Group & Group to Parent Communication for Emergencies
<input type="checkbox"/>	(5) Group Location, Phone No. & Participant Roster filed with Principal/Acting Principal
<input type="checkbox"/>	(6) Means of Dealing with Students who Become a Discipline Problem
<input type="checkbox"/>	(7) Alternate Plans in Case of Inclement Weather
	(8) Manitoba Physical Activity Safety In School (MPASS) Applicable YES <input type="checkbox"/> NO <input type="checkbox"/>
	(9) MPASS Guidelines have been reviewed with participants YES <input type="checkbox"/> NO <input type="checkbox"/>
	(10) Extra / Co-Curricular Travel Procedures followed YES <input type="checkbox"/> NO <input type="checkbox"/>

See Reverse

ACTIVITY AUTHORIZATION

This activity has been approved by the:

<p><u>School Principal:</u></p> <p align="center">_____</p> <p align="center">Signature</p>	<p><u>Board of Trustees:</u></p> <p>On: _____</p> <p>NOTE: Board Approval is only needed for out of province trips or overnight requests of three nights or more and trips outside Canada.</p>
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Superintendent's Signature

Date

TRANSPORTATION ARRANGEMENTS	
	a) Bus(es) will be available as requested and the Driver(s) will be
	b) Additional Arrangements Needed

Transportation Supervisor's Signature

Date

<p><u>DRIVER'S WAGE, MEAL AND ARRANGEMENTS FOR OVERNIGHT TRIPS</u> <i>(To be confirmed with School by Transportation Supervisor)</i></p> <p>a) Wages as per schedule</p> <p>b) Meals – Driver's Responsibility</p> <p>c) Accommodations – Arranged and Paid by School</p>
