



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 three weeks in advance of the event.

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) Youth Safe Outdoors Guidelines Applicable YES <input type="checkbox"/> NO <input type="checkbox"/>
	(9) Youth Safe Outdoors Guidelines have been reviewed with participants YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUEST FOR OVERNIGHT OR OUT-OF-PROVINCE ACTIVITIES

ACTIVITY AUTHORIZATION

This activity has been approved by the:

<p><u>School Principal:</u></p> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-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 two days or more.</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

DRIVER'S WAGE, MEAL AND ARRANGEMENTS FOR OVERNIGHT TRIPS

(To be confirmed with School by Transportation Supervisor)

- a) Wages as per schedule
- b) Meals – Driver's Responsibility
- c) Accommodations – Arranged and Paid by School