

AP 2300 APPENDIX B: STUDENT FIELD TRIP APPLICATION FORM

A. FIELD TRIP INFORMATION

<input type="checkbox"/> Routine Level One Outdoor	<input type="checkbox"/> Routine Level Two Out-of-Province	<input type="checkbox"/> Routine Level Three International
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School: _____ Principal: _____

Destination: _____

Purpose of Trip: _____

Departure date: _____ Time: _____ ☐ AM / ☐ PM

Return date: _____ Time: _____ ☐ AM / ☐ PM

Cost Considerations, source of funds: _____

Cost per student: _____ Total costs: _____

B. TRANSPORTATION

<input type="checkbox"/> School bus	<input type="checkbox"/> Volunteer driver	<input type="checkbox"/> Train	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Walking	<input type="checkbox"/> Airplane	<input type="checkbox"/> Charter bus	
<input type="checkbox"/> Bike	<input type="checkbox"/> Public transit	<input type="checkbox"/> Ferry	

Name of Driver	Phone Number	Liability Insurance Amount

C. SUPERVISION

Grade: _____ Number of students: _____

Students with diverse needs: ☐ YES ☐ NO Number of staff/supervisors: _____

Name of supervisors (indicate * for those assigned to students with diverse needs): _____

All conditions for this field trip have been met. The required trip checklist, itineraries, letters of information, etc. are attached. I have read the AP 2300: Student Field Trips regarding this category of field trip, and I have fulfilled all of those requirements.

Educator-in-Charge Signature _____ Date _____ Approval by Principal Signature _____ Date _____

All Outdoor, Out-of-Province and International trip application must be sent to innovative.learning@sd8.bc.ca

Approval of Director of Instruction required for Outdoor, Out-of-Province, and International Field Trips:

Director of Instruction Signature _____	Print Name _____	Date _____
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Approval by Superintendent Required for International travel:

Superintendent Signature _____	Print Name _____	Date _____
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