

AP 2300 APPENDIX C: STU	DENT FIELD TRIP CHECKLIS	TS - ROUTINE <u>LEVE</u>	<u>L ONE</u>
School:	Pı	rincipal:	
Trip:	D.	ate of trip:	
Sponsoring teacher:			
Name of group:	N	umber of students:	
	should comply with the approprive an additional supervision ration		nents.
☐ Purpos ☐ Destin ☐ Propos ☐ Metho ☐ Level One Lowe method(s) of tra	ation ed activities d(s) of transportation er-Risk Parent Permission Form is	☐ Costs☐ Risk☐ Itinerary	ies event(s), date(s) and
C. COSTS - Be clear about a	Cost Cost	# of Students	Cost per student
Cost of transportation (bus		" or students	cost per student
Cost of admission	,		
Meal costs			
Incidental costs			
TOTAL CO	ST		
E. COMMUINICATION WITH Principal receive Principal approv Principal approv Principal gives fi	s up to 9-person capacity, including ADMINISTRATION d Checklist at least two (2) weekes letter to parents es bus requests	,	parture

Related: AP 2300: Student Field Trips Created: 2018.08, Revised: 2022.03, 2025.08



AP 23	OU API	PENDIX C: STUDE	NT FIELD TRIP CHEC	KLISTS - ROU	JIINE <u>LEVE</u>	<u>:L TWO</u>
Schoo	ol:			Principal:		
Trip:				Date of trip) :	
Spons	oring te	acher:				
Name	of grou	p:		Number of	students:	
A.		Supervision ratio sh Does the site have a	ould comply with the app an additional supervision oplicable) -There is at lea	ratio?		
В.		☐ Purpose☐ Destinatio☐ Proposed		☐ Costs ☐ Risk ☐ Itine	ary	odation/arrangement
		method(s) of transp	isk Parent Permission Fo ortation. Medical Form is attached		which specif	ies event(s), date(s) and
C	0	There is evidence the There is evidence/a district's behaviour consequences if the	ssurance that parents an expectations, particularl se are not met. provided where the stude	have been info d students have y with respect	e been inform to drugs and	
C.	CO313	be clear about all t	Cost	# o	f Students	Cost per student
	ost of t	ransportation (bus)				Соло р ого отполого
		dmission				
	Meal cos					
	ncidenta	al costs				
		TOTAL COST				
	_ _ _		o 9-person capacity, incl	uding driver)		
E.	_ _	UINICATION WITH AD Principal received C Principal approves l Principal approves b Principal gives final	hecklist at least two (2) etter to parents ous requests	weeks prior to	field trip de	parture

Related: AP 2300: Student Field Trips Created: 2018.08, Revised: 2022.03, 2025.08

☐ Principal receives list of field trip participants



Scho	ol:			Principal:	
Trip:				Date of trip:	
Spon	soring te	acher:			
Name	e of grou	p:		Number of students:	
A.	SUPER				
			ould comply with the approp an additional supervision ration		rements.
		There is at least one	•		
		Overnight trip (if apgroups.	oplicable) -There is at least o	ne like-gendered superv	isor for multi-gendered
В.		T INFORMATION			
		Copy of Parent Info Purpose	rmation Letter is attached t	hat informs parents of: Costs	
		☐ Destination	on	☐ Risk	
		Proposed		☐ Itinerary	
		☐ Method(s)	of transportation	Sleeping accommod	dation/arrangement
			-Risk Parent Permission For	m is attached which spe	cifies event(s), date(s) and
		method(s) of transp Student Field Trip	Medical Form is attached.		
			: and Student Information nat parents and students have	e heen informed of acco	mmodation arrangements
			ssurance that parents and st		
			expectations, particularly wi	th respect to drugs and	alcohol, and the
		consequences if the Telephone number p		an be contacted.	
C		Telephone number p	provided where the student o	an be contacted.	
C.			provided where the student o	an be contacted. # of Students	Cost per student
	COSTS	Telephone number p	provided where the student costs.		
	COSTS	Telephone number p	provided where the student costs.		
	COSTS	Telephone number programmer and control of the clear about all consportation (bus) dmission	provided where the student costs.		
	Cost of to	Telephone number programmer and all community of the comm	provided where the student costs.		
	Cost of to Cost of a Meal cost	Telephone number programmer and all community of the comm	provided where the student costs.		
	Cost of to Cost of a Meal cost Incidenta	Telephone number p - Be clear about all of cansportation (bus) dmission cs cl costs TOTAL COST PORTATION - is by:	provided where the student costs.		
	Cost of to Cost of a Meal cost Incidenta	Telephone number programmer and the contraction (bus) dmission and the costs are costs and the cost costs are costs	provided where the student costs.		
	Cost of to Cost of a Meal cost Incidenta	Telephone number process - Be clear about all corresponding to the second secon	provided where the student costs.		
	Cost of to Cost of a Meal cost Incidenta TRANS	Telephone number p - Be clear about all of cansportation (bus) dmission cs costs TOTAL COST PORTATION - is by: School bus Licensed bus Volunteer drivers	provided where the student costs.	# of Students	
D.	Cost of to Cost of a Meal cost Incidenta TRANS	Telephone number process and a contraction (bus) dmission costs and costs are sold costs and costs are sold costs are sold costs. PORTATION - is by: School bus Licensed bus Volunteer drivers Approved vans (up to the cost of the cost	Costs. Cost	# of Students	
D.	Cost of to Cost of a Meal cost Incidenta TRANS	Telephone number process and a construction (bus) dmission and a costs are selected by the cost of the	Costs. Cost	# of Students	Cost per student
D.	Cost of to Cost of a Meal cost Incidenta TRANS	Telephone number p - Be clear about all of cansportation (bus) dmission S It costs TOTAL COST PORTATION - is by: School bus Licensed bus Volunteer drivers Approved vans (up to the content of the con	costs. Cost Cost	# of Students	Cost per student
D.	Cost of to Cost of a Meal cost Incidenta TRANS	Telephone number p - Be clear about all of the clear all of the clear about all of the clea	costs. Cost Cost	# of Students	Cost per student

Related: AP 2300: Student Field Trips Created: 2018.08, Revised: 2022.03, 2025.08



School:			Principal:	
Trip:			Date of trip:	
Sponsorin	g teacher:			
Name of g	group:		Number of students:	
A. SU	☐ There is at least one ☐ There is evidence pr ☐ There is evidence the	ould comply with the appro	ve the required first aid q necessary skills and fitnes	ualifications. s to lead this activity.
B. PA	□ Purpose □ Destinatio □ Proposed a □ Method(s) □ Level Three Higher method(s) of transport □ Student Field Trip A Overnight Trip - Parent □ There is evidence the	activities of transportation -Risk Parent Permission Fo	☐ Costs☐ Risk☐ Itinerary☐ Sleeping accommon acc	mmodation arrangements.
c. co	consequences if the Guardians have been	n instructed that there is no e school and trip leader ma	o on-going contact from t	he trip leader, but schedule
		Cost	# of Students	Cost per student
-	of transportation (bus)			
	of admission			
	costs			
Incid	ental costs			
	TOTAL COST			
D. TR	ANSPORTATION - is by: School bus Licensed bus Volunteer drivers Approved vans (up t	o 9-person capacity, includi	ing driver)	



AP 2300 APPENDIX C: STUDENT FIELD TRIP CHECKLISTS - <u>OUTDOOR</u> (CONTINUED)

E	. COMML	JINICATION V	VITH ADMINISTRATION	
		Principal red	ceived Checklist at least one (1) month prior to field trip departure	
		Principal ap	proves letter to parents	
		Principal ap	proves bus requests	
		Principal giv	res final approval	
			ceives list of field trip participants	
			forms the Director of Instruction - Curriculum, Instruction & Assessment as pe	r AP 2300
	_	•	0.5 at least one (1) month prior to field trip departure.	
			nails forms to innovative.learning@sd8.bc.ca to begin final approval process	c
			prohibited as AP 2300 section 10.21. Principal initials Trip leader initial	
	_	ii ip is not p	infinibited as Ai 2500 section 10.21. Trincipal initials hip teader initia	
APF	ROVAL PR	OCESS		
				Director's
Rev	iewed:		Recommendations:	Initials:
	C	on Dion		
_	Supervision	on Plan		
	Daront In	formation		
_	Parent In	TOTTILACION		
	Ctudont I	nformation		
_	Student i	nformation		
	Overnight	t Dlan		
	Overnight	l Plaii		
	Transport	ation Plan		
	παπορυπ	ation rian		



AP 2300 APPENDIX C: STUDENT FIELD TRIP CHECKLISTS - OUT-OF-PROVINCE/INTERNATIONAL

School:		Pr	incipal:	
Trip:		Da	ate of trip:	
Sponsoring t	eacher:			
Name of gro	up:	Nı	ımber of students:	
	There is at least oneThere is evidence prThere is evidence the	ould comply with the appropri	he required first aid quessary skills and fitnes	ualifications. s to lead this activity.
C C C	Purpose Destinatio Proposed a Proposed a Method(s) Level Three Higher method(s) of transpo Student Field Trip A Descript Trip - Parent There is evidence the There is evidence/a district's behaviour consequences if the Guardians have been	activities of transportation -Risk Parent Permission Form ortation. Medical Form is attached. and Student Information (attact parents and students have ssurance that parents and studenty with	□ Costs □ Risk □ Itinerary □ Sleeping accommonis attached which specified to this applicate been informed of accordants have been informative respect to drugs and ingoing contact from the contact of t	nion) mmodation arrangements. ned of the school's and alcohol, and the ne trip leader, but schedule
C. COST	'S - Be clear about all c	osts.		
		Cost	# of Students	Cost per student
	transportation (bus)			
	admission .			
Meal co				
Inciden	tal costs			
	TOTAL COST			
C C C	ISPORTATION - is by: 1 School bus 1 Licensed bus 2 Volunteer drivers 1 Approved vans (up t 1 Train 1 Airline	o 9-person capacity, including	driver)	



AP 2300 APPENDIX C: STUDENT FIELD TRIP CHECKLISTS - <u>OUT-OF-PROVINCE/INTERNATIONAL</u> (CONTINUED)

E	. COMMI	JINICATION V	VITH ADMINISTRATION	
		Principal red	ceived Checklist at least three (3) months prior to field trip departure	
			proves letter to parents	
			proves bus requests	
			es final approval	
			ceives list of field trip participants	
			forms the Director of Instruction - Curriculum, Instruction & Assessment as ${\sf pe}$	er AP 2300
			10.6 & 10.10.7 at least three (3) months prior to field trip departure.	
			nails forms to innovative.learning@sd8.bc.ca to begin final approval proces	
		Trip is not p	prohibited as AP 2300 section 10.21. Principal initials Trip leader initia	ıls
APF	ROVAL PR	OCESS		
APF	PROVAL PR	OCESS		Director's
	PROVAL PR	OCESS	Recommendations:	Director's Initials:
Rev			Recommendations:	
Rev	riewed: Supervisi	on Plan	Recommendations:	
Rev	riewed: Supervisi		Recommendations:	
Rev	riewed: Supervisi Parent In	on Plan	Recommendations:	
Rev	Supervision Parent In Student I	on Plan formation nformation	Recommendations:	
Rev	riewed: Supervisi Parent In	on Plan formation nformation	Recommendations:	