

The Leader must read School District Field Trip Policies and Procedures [407](#) and [412](#) before completing this form. Also review the "[Trip Consent Forms](#)" on the Employee Forms page on the SD64 website.

The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).

As per SD64 policy [6700](#), the Board recognizes that some students may not be able to cover these costs, and in such cases will ensure that no student is denied an opportunity to participate in educational programs or activities based on financial hardship.

Name of School: _____

Type of Trip: Curricular: Extra-curricular: Athletic:

Purpose of Trip: _____

Planned Activities & Instruction: _____

Destination: _____

If a school bus is required – PLEASE USE TRANSPORTATION REQUEST FORM

Other Transportation: _____

Leaving Date: _____ Time: _____ Substitute Required: No: Yes:

Returning Date: _____ Time: _____

Accommodation: _____

Number of Pupils Involved: _____ Estimated Pupil Cost: _____

Grades: _____ Estimated School Cost: _____

Names of Leaders/Adult Supervisors:

1. _____ CRC Dr.Ab 2. _____ CRC Dr.Ab

3. _____ CRC Dr.Ab 4. _____ CRC Dr.Ab

_____ Date: _____

Leader's Signature (Planned by)

_____ Date: _____

Principal's Signature (Approved/recommended by)

_____ Date: _____

Superintendent's Approval (overnight, 4 days or more, out of province)

_____ Date: _____

Board Approval (4 days or more and out of province)