

**Principals Checklist Re: School Trips – Out of Province**

**Name/Description of Trip:** \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_

**Teacher in Charge of Organizing Trip:** \_\_\_\_\_

***Description of Trip***

- \_\_\_\_\_ safety issues identified
- \_\_\_\_\_ detailed itinerary provided
  - \_\_\_\_\_ times of activities,
  - \_\_\_\_\_ places to be visited,
  - \_\_\_\_\_ modes of travel,
  - \_\_\_\_\_ list of accommodation being used
- \_\_\_\_\_ emergency contact information during trip
- \_\_\_\_\_ list of persons or agencies accepting primary responsibility for organizing and coordinating the activity with contact information

***Educational Components***

- \_\_\_\_\_ statement of educational benefits showing:
  - \_\_\_\_\_ pre travel activities
  - \_\_\_\_\_ post travel activities
  - \_\_\_\_\_ highlights of trip
- \_\_\_\_\_ statement provided demonstrating how the activity will complement the regular school program
- \_\_\_\_\_ statement provided that students will suffer no serious loss in basic educational program
- \_\_\_\_\_ statement provided that other staff consulted and approve

***Costs***

- \_\_\_\_\_ breakdown of cost provided showing:
  - \_\_\_\_\_ anticipated cost per students
  - \_\_\_\_\_ description of how costs will be covered

***Personnel***

- \_\_\_\_\_ teacher supervisor/organizer identified and approved
  - \_\_\_\_\_ contact information provided
- \_\_\_\_\_ other supervisors identified and approved including:
  - \_\_\_\_\_ background information obtained
    - \_\_\_\_\_ relationship to division
    - \_\_\_\_\_ qualifications as leaders
  - \_\_\_\_\_ contact information provided
  - \_\_\_\_\_ criminal records check provided for volunteers
- \_\_\_\_\_ participant to supervisor ration no more than 8:1
- \_\_\_\_\_ any required leaves for personnel approved

***Students:***

- \_\_\_\_\_ list of students with contact information
- \_\_\_\_\_ medical information provided by students/parents
- \_\_\_\_\_ proof of medical insurance coverage for each student
- \_\_\_\_\_ proof of insurance coverage for each student

***Parental Consent***

- \_\_\_\_\_ Parents have been fully informed of details of trip and all requirements
- \_\_\_\_\_ Parental consents provided for all participants

***Time***

- \_\_\_\_\_ application submitted 6 months prior to travel

***Principal's Approval***

- \_\_\_\_\_ Principal approval
  - \_\_\_\_\_ all required information and components of application completed
  - \_\_\_\_\_ sufficient indication of educational benefits to students
  - \_\_\_\_\_ adequate provision for accommodation, supervision and welfare of students
- \_\_\_\_\_ Principal provided statement to Director that Principal familiar with project and approves it

***Director Approval***

- \_\_\_\_\_ Director approval obtained