



CALGARY CATHOLIC SCHOOL DISTRICT

Field Trip Proposal Form Within Western Canada

PURPOSE OF THIS FORM

Is to ensure that essential components of field trip planning are followed by the trip leader, and accounted for by Approving Authority/ies (i.e. Principal and/or District administrators).

Review District [Regulation IJOA - Field Trip and Excursions \(within Western Canada\)](#). Also refer to the [Procedures Manual](#) and the [Risk Management Manual](#).

All field trips shall have the approval of the Principal, and, for junior high school overnight trips within Alberta, the approval of the Area Superintendent.

The Principal, not the District, grants approval for Senior High Overnight Trips Within Western Canada. The Principal, however, shall provide notification of these trips to the District, by sending a copy of the signed Step 1: Permission to Proceed with Field Trip Planning form, along with the completed Step 2: Field Trip Proposal Form and detailed itinerary to the Area Superintendent.

DEADLINES FOR SUBMITTING FORM FOR DISTRICT APPROVAL

Junior High School Overnight Trips within Alberta: submit 2 months in advance

High School Overnight Trips Within Western Canada: submit 3 weeks in advance

Name of School	School Phone Number	School Fax Number	
Date Form Completed	Field Trip Destination		
Program/ Service Provider Name, if applicable	Program/Service Provider Phone Number	Program/ Service Provider Fax Number	
Name-Location and Contact Number of Hotel(s)/Lodging (if applicable, OR include this information in the detailed trip itinerary)			
Name-Location and Contact Number of Hotel(s)/Lodging (if applicable, OR include this information in the detailed trip itinerary)			
Please indicate the category of trip you are planning by checking the appropriate choice(s):			
<input type="checkbox"/>	A	Within District Boundaries	
<input type="checkbox"/>	B	Within the Province of Alberta	<input type="checkbox"/> Day <input type="checkbox"/> Overnight
<input type="checkbox"/>	C	Outside of Alberta, Within Western Canada (B.C., Saskatchewan, Manitoba)	<input type="checkbox"/> Day <input type="checkbox"/> Overnight

Purpose of the field trip:

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Attach detailed itinerary of events and activities with this form.

Is the itinerary attached?

Note that trips will not be approved if a detailed itinerary is not provided.

Yes

No

DEPARTURE DATE		RETURN DATE	
Day of Week, Month/Day/Year	Approximate Time	Day of Week, Month/Day/Year	Approximate Time
	<input type="text"/>		<input type="text"/>

Please check Grade Level	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
NUMBER OF PARTICIPATING STUDENTS			Male			Female							

ESTIMATED TOTAL COST			ESTIMATED COST PER STUDENT			
SOURCE OF FUNDS	<input type="checkbox"/> School Funds	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Special Projects	<input type="checkbox"/> Outside Groups	<input type="checkbox"/> Per Student Fee	<input type="checkbox"/> Other

<p>TRANSPORTATION ARRANGEMENTS: Refer to Regulation EEAG, Staff/Volunteer Driver Qualification and Vehicles Authorized for Transporting Students Off-Site</p> <p><input type="checkbox"/> On Foot</p> <p><input type="checkbox"/> Cycling</p> <p><input type="checkbox"/> School Van (District Owned)</p> <p><input type="checkbox"/> CarPool/Private Vehicle**</p> <p><input type="checkbox"/> Public Transportation</p>	<p><input type="checkbox"/> Bus*(District approved carriers)</p> <p><input type="checkbox"/> Train*</p> <p><input type="checkbox"/> Boat*</p> <p><input type="checkbox"/> Airplane* (major carriers only)</p> <p><input type="checkbox"/> Rental Vehicle*</p>	Confirmation Received from the carrier/tour company for any transportation? (if)
		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
		<input type="checkbox"/> Not Applicable
Name of Company Used: _____		
<p>**Note: All volunteer drivers shall complete the District's Volunteer Driver Form.</p>		

Names of Trip Leaders/Other Staff Attending, and Volunteer Supervisors	Please select Designation
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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Risk Assessment

All field trips have an element of risk. The risks will vary according to the nature of the trip, the supervision provided, the destination, the numerous other factors. Field trips are likely to involve higher risk than classroom activities. In accordance with District *Regulation IJOA* regarding field trips, there shall be a clear educational benefit not available in the classroom setting to warrant a field trip.

The following questions must be answered by the field trip leader and provided to the Principal prior to the approval of any field trip. The Principal shall review the information provided in this assessment prior to approving, or recommending approval, of the field trip. The Principal shall not approve any field trip if there are any "no" answers to the following questions.

<p>1. Are there an appropriate number of supervisors (specific ratio requirements by grade level) and are there sufficient teacher supervisors available?</p> <p>Ensuring the provision of appropriate supervision is the single most important factor in planning a safe trip, make sure all teachers, other staff members as assigned, and volunteers are familiar with the expectations outlined in the "Field Trip Supervision Checklist" provided in the <i>Insurance, Risk Management and Disaster Planning Manual, Module 4</i>.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2. Are the activities planned appropriate for the age and skill of all of the participants?</p> <p>What plans have been made to ensure the safety of those individuals who may not have the skills necessary to safely participate in the planned activities? Evaluate the capabilities of the students and plan for alternate activities and supervision where necessary.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>3. As field trip leader, are you directly familiar with the destination proposed or if not, will another individual with first-hand experience accompany the field trip?</p> <p>Name of experienced individual>></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>4. Have you investigated the safety aspects of the destination and identified any potential risks that require additional care and supervision?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>5. Have you considered the impact of weather changes or other uncontrolled elements and have children/parents been advised of appropriate clothing requirements?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>6. The risk factors for each field trip will vary according to a large range of variables (e.g., weather conditions, unexpected changes to itinerary, special needs of participants, etc.) Is an emergency action plan in place to effectively address the following:</p> <p>~ injury or medical emergency</p> <p>~ Communication with school administration and/or parents</p> <p>~ Arrangements for water and food (consider the impact of weather)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Curriculum Fit Assessment

All field trips undertaken shall have a curriculum focus with outcomes that cannot be accomplished in the regular school setting. The field trip shall be directly linked to, or be an extension of, Alberta Learning's *Program of Studies*.

1. Area(s) of Study: (please select from list below)		
<input type="radio"/> Art <input type="radio"/> Music <input type="radio"/> Drama <input type="radio"/> Science <input type="radio"/> Social Studies <input type="radio"/> Physical Ed. <input type="radio"/> CTS <input type="radio"/> Language Arts <input type="radio"/> 2nd Languages <input type="radio"/> Religious Ed. <input type="radio"/> Mathematics <input type="radio"/> Athletics* <input type="radio"/> Other (explain)		
* If this is an athletic competition, there is no need to complete Questions 2 to 6 below.		
2. Curriculum Outcomes (shall be linked directly to, or an extension of, Alberta Learning's Program of Studies):		
3. Can these outcomes be achieved in a regular school setting? (only outcomes that cannot be achieved in a regular school setting should be considered for field trips)		<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the field trip have a fit with Alberta Education's Program of Studies? Outline the specific subject areas and general or specific outcomes from the Program of studies.		<input type="checkbox"/> Yes <input type="checkbox"/> No
5. List the instructional activities that students will be doing before, during and after the field trip.		
6. Have you previewed the presentation at the field trip destination? Teachers shall consider the responsibility to preview field trips in a similar manner to which they preview other school resources prior to including them in the instructional plan.		<input type="checkbox"/> Yes <input type="checkbox"/> No
The Principal will ensure that all field trip supervisors have received an orientation about the expectations for supervisors on a field trip prior to the commencement of the field trip.		<input type="checkbox"/> Yes <input type="checkbox"/> No
The Principal has ensured that the field trip leader has submitted all the required documentation and that it is on file at the school		<input type="checkbox"/> Yes <input type="checkbox"/> No
THE TRIP LEADER AND PRINCIPAL DECLARE THAT THEY HAVE READ AND UNDERSTAND DISTRICT REGULATION IJOA AND THE RELEVANT INFORMATION IN THE PROCEDURES MANUAL AND THE RISK MANAGEMENT MANUAL.	Field Trip Leader (signature)	Principal Approval (signature) <input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	_____
	Leader Name (Print)	Principal Name (Print)
	_____	_____
	Leader Signature	Principal Signature

District Approval of Junior High School Overnight Field Trip Proposal

As per *Regulation IJOA*, Calgary Catholic School District Junior High School *overnight* field trips require district administration approval. Final approval is granted by the **Area Superintendent**, based on compliance with *Regulation IJOA*, and following review and approval granted by Instructional Services (Curriculum Fit) and Business Services (Risk Assessment).

PURPOSE OF THIS FORM

In order to receive final approval from the District for all aspects of an overnight trip, the field trip leader is required to submit this form with all of the detailed trip information, including the *Field Trip Proposal Form* (which includes curriculum fit and risk assessment questions), along with the trip itinerary, copy of the parental consent form, information on travel arrangements and accommodation, etc.,

School Name		Field Trip Leader	
Field Trip Destination		Dates of Trip	

Overnight Trips:

- (1) The field trip leader submits the "*Field Trip Proposal Form*" to the Principal.
- (2) The Principal (i) signs the form and submits it, (ii) along with detailed itinerary and a signed copy of this **this** form. ("*District Approval of Field Trip Proposal*") to the Area Superintendent for approval.

A Permission is granted to proceed with planning the above trip if all the appropriate signatures have been given in the signature box below.

OR

B If this box is checked, this trip is NOT APPROVED.

Your field trip proposal has been carefully reviewed. Unfortunately, we must advise you that approval cannot be granted for this field trip to take place, for the reason(s) described on the reverse.

(1)			
	Principal's (Print Name)	Signature	Date
(2)			
	Risk Assessment - Business Services (Print Name)	Signature	Date
(3)			
	Curriculum Fit - Instructional Services (Print Name)	Signature	Date
(4)			
	Area Superintendent (Print Name)	Signature	Date

District Approval of Field Trip Proposal

Purpose of this form
(A) Notice of Trip Cancellation; or
(B) Notice of further Information Required

A	THE FIELD TRIP IS NOT APPROVED AND MUST BE CANCELLED FOR THE FOLLOWING REASON(S):
B	PLEASE SUBMIT THE ADDITIONAL INFORMATION REQUESTED BELOW. The submission(s) will be reviewed prior to granting the school final approval of the field trip.