



HOLY SPIRIT CATHOLIC SCHOOLS
Division Field Trip Form
Reference: Administrative Procedure 349 – Field Trips

PART A

Check one of the following:

- In city/in province trip (submit at least 30 days prior to departure date to Principal)
- Out of province/out of country trip (submit at least 90 days prior to departure date to Principal and Superintendent)

Date submitted:

School:

Lead Teacher:

Lead Teacher Phone #

Other Staff:

Integration with Program of Studies:

Departure Date:

Return Date:

Destination(s):

Lead Teacher

Phone No.

1.

1.

1.

2.

2.

2.

Grade(s):

No. Students:

No. of Staff:

No. of Volunteers:

Special supervisors required for student needs or the nature of the activities: Yes N/A

If yes, please explain:

Provisions for students not attending have been made: Yes N/A

Method of transportation:

Name of carrier:

Carrier Phone#

Schedule of trip (complete itinerary attached): Yes N/A

Anticipated cost of trip to each student:

Are all or a portion of costs being subsidized? Yes N/A

If yes, by whom:

Accommodation: (Overnight trips only)

Address:

Phone:



Special clothing and equipment requirements:

Special medical consideration such as vaccinations required (please explain):

Special expertise required (such as local guides, wilderness expert, etc.):

Parent Meeting(s) required (please explain):

Identification of potential safety concerns (please explain):

I have read and understand the "Safety Guidelines for Physical Activity in Alberta Schools" (Attach guidelines when relevant). I have reviewed Administrative Procedure 349: Field Trips. The Division Permission Checklist has been reviewed and is attached to this form together with the Parent Permission Letter and trip itinerary.

Lead Teacher's Signature

FOR ALL FIELD TRIPS:	
Signature of Principal to authorize the field trip: _____	Date: _____
Approval of Superintendent of Schools: _____	Date: _____