



**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: _____ |