



Educational Excursions Proposal Form

Curricular and Extracurricular

Purpose: The Lead Teacher will start planning an educational excursion by completing this proposal form.

Refer to AP 207 – Educational Excursions for the full approval process and roles.

1. Excursion Type

Select the type of excursion being proposed:

- Curricular Educational Excursion *(directly connects to curriculum outcomes — submit to CIA Consultant for review and presentation to the Educational Excursion Committee)*
- Extracurricular Educational Excursion *(complements academic learning — submit to Campus Administrator for review and presentation to the Superintendent of School Operations)*

2. Proposed Event Details *(only one proposal is required for a series of related events)*

| | | | |
|---|--|---|--|
| Event(s) and Destination(s): | | | |
| Date(s): | | | |
| Lead Teacher: | | | |
| Campus: | | | |
| PLN Lead <i>(For curricular educational excursions):</i> | | | |
| Class(es) & Level(s) <i>(For curricular educational excursions):</i> | | | |
| Group/Team <i>(For extracurricular educational excursions):</i> | | | |
| Estimated Number of Students: | | Supervisor: Student Ratio: | |
| Names of Other Supervisors: | | | |



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3. Purpose

Why do you want to take this trip? For curriculum educational excursion: How does it connect to curriculum outcomes and student learning goals?

For extracurricular educational excursion: How does it complement academic learning?

4. Proposed Itinerary

Describe or attach the proposed itinerary including departure/return dates and times, venues, and planned activities.

Start

Date & Time:

End

Date & Time:

5. Supervision and Safety Arrangements

How will you ensure continuous supervision and student safety throughout the excursion? (AP 207, s. c)

Describe supervision, safety and emergency arrangements.

Important: Sask DLC does not provide transportation. Families are responsible for all transportation arrangements. For excursions involving physical activities, consult Saskatchewan Physical Education Safety Guidelines (AP 207, s. c.iii and d).

6. Accommodation Details *(mark N/A if not required)*

Where will students sleep? Include type of accommodation, cost per night, and supervision arrangements.



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7. Estimated Expenses and Funding Plan

What will this cost and how will it be funded? Include per-student cost, total cost, registrations, activities and fundraising plans.

Estimated Cost per Student:

Total Estimated Cost:

Important: Extracurricular excursions are not funded by Sask DLC. Families bear all participation costs. Curricular excursions with costs are reviewed by the Educational Excursion Committee (AP 207, s. 1.c).

8. Contingency Plan

What might cause a change of plans? Describe arrangements for bad weather, cancellations, delays, medical emergencies, etc.

9. Insurance Requirements

Is this excursion organized in conjunction with another entity or using another entity's facilities? **Yes** **No**

If Yes: A Certificate of Insurance may be required. Contact the Executive Director of Finance, Human Resources and Planning (AP 207, s. e).

10. Declarations and Signatures

Lead Teacher

I have reviewed AP 207 – Educational Excursions and understand my responsibilities as Lead Teacher for this proposed excursion.

Signature:

Name:

Date:



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PLN Lead (curricular educational excursion):

I have reviewed the proposed excursion and am satisfied that the Lead Teacher's plans aligns with the goals of the PLN.

Signature:

Name:

Date:

Campus Administrator (curricular and extra-curricular educational excursions):

I have reviewed the proposed excursion and am satisfied that the Lead Teacher's plans align with AP 207 – Educational Excursions.

Signature:

Name:

Date: