

1. Proposed Event Details “For whom are you proposing this trip?”
 (Only one proposal is required for a series of related events)

Event(s) and Destination(s):		Date(s):
Name of Lead Teacher:		Campus:
Extracurricular ___ Group / Team:		Co-curricular ___ Class:
Estimated number of students:		
Names of other Supervisors:		Estimated Supervisor to Student Ratio:

2. Describe Purpose “Why do you want to take this trip?”

3. Describe Proposed Itinerary “What will students do on the trip?”

Briefly describe or attach a copy of proposed itinerary including estimated departure and return dates and general event details. Include departure and return times for day trips.

4. Proposed Transportation Details***“How will you move from place to place?”***

Describe transportation plan. Do you expect to travel by bus, school van, volunteer’s vehicle, or other?

Campus Bus	
Campus Van	
Volunteer driver / vehicle	
Other	

5. Excursions: Proposed Accommodation Details (if not required mark NA) *“Where will students sleep?”*

Describe accommodation plan (dorm, hotel, gym, billets, cost per night). Who will supervise?

6. Expenses (Estimated) *“What will this cost and how will it be paid?”*

Describe plan to finance the trip or excursion, if applicable. Include estimated costs per student, total cost of the trip and any fundraising plans. Consider costs of transportation, accommodation, food, registrations, etc.

7. Contingency Plan *“What might cause a change of plans?”*

Describe considerations in case of bad weather, cancellations, delays etc.:

8. Declarations and Signatures**Lead Teacher:** I have reviewed AP for Educational Excursion and understand my responsibilities as a lead teacher for this proposed field trip or excursion.**PLN Facilitators:** I have reviewed the proposed field trip or excursion and am confident that the Lead Teacher’s plans are in compliance with School and Division Procedures.

Signature:

Signature:

Date:

Date: