



FIELD TRIP PROCEDURES CHECKLIST

- 1. Fill in the Field Trip approval form and meet with an administrator to discuss the field trip.
2. Review the Field Trip Policy manual and ensure all requirements are met.
3. Check school events calendar for possible conflicts and inform Principal for dates to remember.
4. For Out-of-Country Field Trips complete IJOA-E-15 in addition to this form.
5. After meeting with the administrator, send a copy of the Field Trip Proposal Form for approval to Superintendent/CEO: within Canada - six weeks prior; Continental USA - three months prior; outside of Canada and Continental USA - one year prior.
6. A draft letter to parents/guardians must be approved by the administrator prior to distribution and should include the following:
1. Purpose of trip
2. Destination
3. Mode of transportation
4. Cost - must include estimates for baggage/equipment/instruments and cancellation insurance
5. Departure and return times
6. Activities of an unusual or high risk nature
7. Behavioral expectations of the students
8. Names of staff supervisors
9. Specially trained support staff/volunteers
10. An itinerary of the trip
7. All field trips require that an Informed Consent Permission form, IJOA-E-1, or IJOA-E-2 accompany the letter sent to parents or students.
8. For trips outside Manitoba students must purchase mandatory MSBA student travel insurance through the Board Office.
9. Ensure that there are male and female supervisors on the field trip if male and female students are participating in the field trip.
8a. Ensure Criminal Record and Child Abuse checks are in order
8b. Ensure Volunteer Consent form has been completed
10. Confirm arrangements for payment with the Head Secretary
11. Book Facility/Hotel/Transportation. Trips within Canada that require flights and accommodation must be booked using policy DJC Divisional Travel Agency Services.
12. Confirm transportation arrangements and complete the SJASD transportation forms:
IJOA-E-6 / EEAG-E-1 Volunteer Driver Application
IJOA-E-7 Volunteer Consent Form
EEAG-E-2 Passenger Manifest Form
13. For all trips outside of Canada complete Border Crossing Letter IJOA-E-14
14. Prepare the First Aid Kit.
15. Ensure arrangements have been made for students who will not be participating and ensure the school office is notified.
16. Organize a pre-field trip meeting for students to review expectations, equipment, and safety.

This form must be completed and submitted to the Principal to be kept on file. In signing the form, it is understood that all of the above steps have been completed and all policies referenced have been reviewed and adhered to.

Teacher/Supervisor: \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

Activity: \_\_\_\_\_ Location: \_\_\_\_\_

Class/Group of students participating: \_\_\_\_\_

The personal information contained on this form is collected under the authority of the Public Schools Act, the Education Administration Act and FIPPA for the purpose of participating on school trips. If you have any questions about the collection of this information contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.