



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION IJOA-E-15

### OUT OF COUNTRY FIELD TRIP PROCEDURES CHECKLIST

- ☐ Fill in Field Trip approval form IJOA-E-5A; meet with an administrator to discuss the field trip.
- ☐ Review the Field Trip Policy manual and ensure all requirements are met.
- ☐ Check school events calendar for possible conflicts and inform Principal for dates to remember.
- ☐ After meeting with the Principal, send a copy of the Field Trip Proposal for approval to the Superintendent no less than three months prior to travel outside of Canada but within continental United States. All other out of country travel requires approval one year prior to the trip. When undertaking fundraising activities to support a trip, approval for the trip must be granted prior to the start of any fundraising activities.
- ☐ A formal meeting must be held with the parents of the target travelling group prior to tender to review the following information: purpose of trip, destination, names of school staff supervisors, approximate departure and return date. The staff designate should announce a deadline for students to express interest in participating in the trip. It is acceptable that a reasonable refundable deposit be collected to hold spaces for interested students. If necessary, a request for chaperones should also be announced at the meeting. At this meeting, all parents and students must be made aware that the Board approves all requests for out of country field trips. Parents must also be made aware and sign off exhibit IJOA-E-3, Informed Consent International Trips, on the fact that they understand and agree with the following condition statement:

*The Superintendent monitors each out of country trip with due diligence and that these trips are subject to cancellation following a negative travel advisory from Foreign Affairs and International Trade or other applicable government agencies or other emergent situations. The St. James-Assiniboia School Division will not incur any reimbursement costs as a result of any cancellation. This is above and beyond any consultation protocols with the Division tendered tour companies/agencies.*

All out of town field trip letters are to include but are not limited to: location, accommodation and phone number, student medical form, emergency contact name and number, and the condition statement above.

- ☐ Student Travel Health coverage must be purchased through the Board Office; no exceptions. The Teacher/Supervisor will coordinate the purchase with the Executive Assistant of the Finance Department.
- ☐ Chaperones should be chosen on a fair and equitable basis. The Principal has complete authority over chaperone selection. Ensure that there are male and female chaperones selected for the trip if male and female students are participating. Current approved Criminal Record and Child Abuse checks must be provided by the chaperones prior to collection of deposits, as per policy IJOC - Criminal Record and Child Abuse Registry Checks for Volunteers. Volunteer Consent form IJOA-E-7 must be completed.
- ☐ Submit a request for tender for pre-established preferred educational tour vendors to the Manager, Purchasing for air and land costs of major field trips costing \$75,000 or greater.
- ☐ Where a trip is not anticipated to cost greater than \$75,000, a School Division preferred educational tour vendor must be used.
- ☐ After the tender is awarded, a formal meeting with the parents of the travelling students and the Principal must be held. Topics of discussion must include:
  - Estimated cost of air and land as provided by travel agency. Estimates must include all costs for baggage/equipment/instruments and cancellation insurance.
  - Estimate of incidentals based on prior experience
  - Review deposit schedule and refund policy of the travel agency
  - Review of agreement from travel agency, including arrangement/services and issuance of complimentary tickets
  - Departure and return dates and preliminary itinerary
  - Modes of transportation



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- Behavioral expectations of the students
  - Activities of an unusual or high risk nature
  - Announcement of chaperone selection
  - Specially trained support staff/volunteers
- ☐ Prior to further trip planning outside of the tendered agreement, a formal parent group should be established under policy KMAA - School Advisory Committees and Booster Clubs or KMAB - Guidelines for the Operation of Parent Councils at an official meeting where all participants are invited, to steer and vote on significant decisions of the trip, including any group purchases. When fundraising is involved, three signing authorities for the bank account must be elected. No staff person involved in the trip should be a signing authority. All fundraising efforts must be in compliance with regulation KMA-R - Financial Operations of Parent Organizations and policy DD - Fundraising.
- ☐ Purchases made by the school or parent organization for major trips must be in compliance with School Division purchasing policies. As per regulation DJB-R-1 – Purchasing Procedures, purchases in excess of \$5000 require three written quotations.
- ☐ Confirm arrangements for payment with the Head Administrative Assistant.
- ☐ Confirm transportation arrangements and complete the SJASD transportation forms:
- EEAG-E-2 Passenger Manifest Form (whether traveling by bus or private vehicle)
  - Complete Border Crossing Letter IJOA-E-14
- ☐ Prepare the First Aid Kit.
- ☐ Organize formal pre-trip meetings with parents and/or students as necessary.

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: \_\_\_\_\_

Dates of Field Trip: \_\_\_\_\_

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

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

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