

**Final Approval: Extra-Curricular or Co-Curricular Trips, Field Trips and Excursions**

To be submitted with accompanying documents, to the school principal, prior to departure.

Event Details		
Lead Teacher:		School:
Group / Class / Team:		Number of female students:
		Number of male students:
Date:	Event:	Destination:
Other Supervisors:		Supervisor/Student Ratio:
Planning Summary - Checklist		(✓) or N/A
1. Form 6-3-A Approval in Principle: Extra-Curricular or Co-Curricular Trips... Signed:		
2. Parents informed of trip itinerary:		
3. Form 6-3-C Informed consent/permission for Extra-Curricular or Co-Curricular Trips, Field Trips and Excursions (Collected from <u>all</u> participants):		
4. List of student participants includes:		
a. Students' cell phone numbers (if available):		
b. Parent contact information:		
c. Identification of specific medical conditions, allergies or special considerations:		
5. Fees collected:		
6. Confirmed transportation:		
7. Form 4-61 Volunteer Driver(s) approved and signed:		
8. Accommodations arranged:		
9. Name of nearest medical facility: _____		
a. Address and distance to medical facility : _____		
10. Emergency numbers: Police: _____ Fire: _____ Ambulance: _____ Other: _____		
11. Contingency Plan included as per item 1.13.3 in AP 60-3:		
12. First Aid Preparations:		
a. Supervisor with First Aid Training (Name):		
b. First Aid Kit:		
13. Equipment List prepared:		
Safety Assessment / Risk Review		(✓) or N/A
14. The activity is suitable to the age, developmental level and physical condition of the participants.		
15. Participants been progressively taught and coached to perform activity properly and to avoid the dangers inherent in the activity.		
16. Day book and lesson plans indicate progressive teaching of skills.		
17. The equipment for the activity is adequate and suitably arranged.		
18. The activity is adequately supervised for the inherent risk involved.		
19. The activity is consistent with the standards in <u>Safety Guidelines for Physical Activity in Alberta Schools</u> and is in compliance with PHRD policy.		
20. Special provisions made for high-risk activities.		
a. Teacher (or instructor on site) credentialing and/or experience provided as required per 1.12 of Administrative Procedure 60-3 for high risk activities.		

Approved: _____
(Signature of Principal)

Date: _____

NB-A negative determination in any section of this planning guide is grounds for non-approval of activity