

Completed by the Lead Teacher. Submitted to the Superintendent (or designate) for review.  
If all conditions are met, then the superintendent (or designate) will present this document to the Board for authorization. These steps must be completed at least **3 months** prior to proposed departure.

1. Proposed Event Details "For whom are you proposing this trip?"	
Event(s) and Destination(s):	Date(s):
Name of Lead Teacher:	School:
Extracurricular ___ Group / Team:	Co-curricular ___ Class:
Estimated number of students:	
Names of other Supervisors:	Estimated Supervisor to Student Ratio:
Describe student eligibility requirements:	
Describe plan for informing and meeting with parents:	
2. Describe Purpose (Educational goals and or Educational Value) "Why do you want to take this trip?"	
<p><i>Educational goals are specified for the activity by the lead teacher for the activity and are compatible with the Alberta Program of Studies, the Guide to Education and the school's instructional program.</i></p> <p><i>The educational value of the activity is described to balance the loss of instructional time in the regular classroom program.</i></p>	
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.	
Attach copy of the relevant page(s) from the <b>Safety Guidelines for Physical Activity in Alberta Schools</b> describing safety and planning considerations for this activity.	(✓) or NA

**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? If flying, a flight number is not necessary at this point, but please provide an estimated cost of flight.	School Bus or Van	
	Volunteer driver / vehicle	
	Commercial Airline	
	Other	

**5. Proposed Accommodation Details "Where will students sleep?"**

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

**6. Estimated Expenses "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.

Do you plan to use a tour company from the prequalified list of vendors?	Yes ___ Which one?:
	No ___ Explain why in the space below. (Note: A decision not to use a prequalified vendor will require you to obtain a minimum of 3 quotes.)

If the total cost of the trip (incl all students) is expected to exceed \$10,000, describe how you will comply with AP 30-15:

**7. Contingency Plan (see item 1.12.3 in AP 60-03) "What might cause a change of plans?"**

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

**8. Declarations and Signatures**

<p><b>Lead Teacher:</b> I have reviewed AP 60-03 and understand my responsibilities as a lead teacher for this proposed national tour.</p> <p>Signature:</p> <p>Date:</p>	<p><b>Superintendent or Designate:</b> I have reviewed the proposed National Tour and am confident that the Lead Teacher's plans comply with School and Division Procedures.</p> <p>Signature:</p> <p>Date:</p>
<p><b>Principal:</b> I have reviewed this proposal and am supportive of the plan in principle.</p> <p>Signature:</p> <p>Date:</p>	<p><b>Board</b> (add these details after the Board has made their decision).</p> <p>Approved in principle: (✓) ___ on Date:</p> <p>Add Board Motion: _____</p>

*Attach this completed document to Form 2-2 for inclusion on a Public Board Meeting Agenda.*

Recommendation to the Board:

The administration recommends that the Board of Trustees authorize this National Tour proposal in principle; thereby allowing the Lead Teacher to inform students and parents and to continue planning.