



10.140 Appendix A

Evergreen School Division

Field Trip Proposal Form A (Local, Low-risk Daytrip)

The following form is required for use by teachers/leaders as they prepare a trip proposal for a local, low-risk daytrip (e.g. bus trip to see a dinosaur exhibit at the museum, short walk through a quiet neighborhood to a local park for an art sketching activity). This is the document that a principal or central administrator would review to determine if the proposed trip meets the standard of care for planning of such ventures.

Teachers/leaders completing such forms should be reminded that all field trips involve some risks. They need to identify and plan for the real risks (e.g. vehicular incident (whether driving or walking), a student getting lost or separated from the group) just as seriously as those who are planning outings involving outdoor pursuits, aquatics and/or outings to more remote environments.

Most of the information needed to prepare for aspects such as equipment, facility, service providers, transport, supervision, instruction, and injury procedures, etc. is contained in the *General Considerations for Off-Site Activities in YouthSafe Manitoba: Safety First! Guidelines for School Field Trips*.

Notes: The educational value of a field trip should include referencing of specific Student Learning Outcomes from the Manitoba Curriculum. In addition, *YouthSafe Manitoba: Safety First! Guidelines* includes a comprehensive list of potential rationale for field trips that may or may not be reflected in specific terms in the curriculum.

Curricular connections refer to elements from other relevant curricula. For example, journaling over a backpacking trip may help the students meet one or more Language Arts outcomes, and their study of ecology of the flora and fauna in the area explored may contribute to some of the stated outcomes in the Science curriculum.



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Field Trip Proposal Form A
 (Local, Low-risk Daytrip)



Appendix A

School:							
Teacher-In-Charge:							
Phone:		Fax:		E-Mail:			
Destination:							
Date:		Departure Time:		Return Time:			
Area of Study:		Purpose of Trip:					
Grade Level:		# of Students:		# of Male:		# of Female	

NAMES OF SUPERVISORS: (Please print; add rows if needed)		Staff (S)/Volunteer (V) / Other(O)	GENDER: M/F
Teacher-in-Charge:			
Other Supervisor:			
Other Supervisor:			
Other Supervisor:			
Total # of Supervisors:			
Name of Service Provider (SP) (if applicable)		SP Contact Person	SP Phone:

TRANSPORTATION (check all that apply)		ESTIMATED COST OF TRIP:
METHOD <input type="checkbox"/> Walking <input type="checkbox"/> School-owned bus/van <input type="checkbox"/> Public Transport <input type="checkbox"/> Charter Bus <input type="checkbox"/> 15 Passenger Van <input type="checkbox"/> Rental Van <input type="checkbox"/> By service provider <input type="checkbox"/> Other: (specify):	DRIVER <input type="checkbox"/> Professional driver <input type="checkbox"/> Volunteer driver (staff/other supervisor) <input type="checkbox"/> Volunteer driver (student) <input type="checkbox"/> Other(specify):	SOURCES OF FUNDING: (ie. cost/student, other sources)
		EQUAL ACCESS FOR ALL STUDENTS ASSURED: <input type="checkbox"/> Yes <input type="checkbox"/> No
		SPECIAL NEEDS ADDRESSED: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		ALTERNATIVE ACTIVITY FOR NON-PARTICIPANTS: <input type="checkbox"/> Yes <input type="checkbox"/> No
		CONTINGENCY PLAN:

EDUCATIONAL VALUE: Goals and/or Student Learning Outcomes:

SAFETY GUIDELINES: I have reviewed and applied relevant board policies, division procedures and the <i>Youth Safe Manitoba: Safety First! Guidelines for School Field Trips (2004)</i> : Yes <input type="checkbox"/> No <input type="checkbox"/>
SAFETY PLAN: Briefly describe (or attach in Trip Plan) the risk assessment and safety planning process to address any key risks related to the site/area, weather, activity and/or group.

VOLUNTEER

Process to identify volunteer candidates:

Volunteer screening processes (check any and all that apply):

<input type="checkbox"/> Background Check	<input type="checkbox"/> Reference Check	<input type="checkbox"/> Criminal Records Check	<input type="checkbox"/> Child Abuse Registry Check
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Volunteer briefing process re: their roles and responsibilities (eg. briefing to be conducted when, where, how, by whom):

SUPERVISION PLAN

Briefly describe the supervision processes to be used: eg. large or small group setting(s); lead/sweep, head counts; buddy system; level of supervision (constant visual, on-site, in the area); other elements of supervision plan as relevant:

EMERGENCY PLAN

First Aid kit(s) carried (stocked and accessible): ☐ Yes ☐ No

Individual Health Care Plans Reviewed: ☐ Yes ☐ No

Emergency communications equipment carried and/or accessible (check any and all that apply):

☐ Telephone ☐ Cell Phone ☐ Service Provider Responsibility ☐ None ☐ Other (specify):

Name of Primary First Aider:

Certification Held:

ATTACHMENTS CHECKLIST (check all that apply and attach to this form):

<input type="checkbox"/> Program/Activity/Trip Plan <input type="checkbox"/> Parent/Guardian Correspondence <input type="checkbox"/> Parental Consent and Acknowledgement of Risk Form <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Volunteer Screening Form <input type="checkbox"/> Volunteer Driver Authorization Application Form <input type="checkbox"/> Service Provider Master Agreement and/or Contract
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EVALUATION

Criteria for success of field trip:

Process to determine success:

Name of Teacher-in-Charge (please print):

Date (year/month/day)
/ /

Signature

Name of Principal (please print):

Date (year/month/day)
/ /

Signature