



# Beautiful Plains School Division

## Request for Overnight or Out-of-Province Activities

Requests must be received at the School Division Office as soon as possible, but not later than three weeks in advance of the event.

SCHOOL:

DATE:  
(submitted)

### ACTIVITY INFORMATION

|                                  |  |                                      |              |
|----------------------------------|--|--------------------------------------|--------------|
| DESTINATION:                     |  | DATE OF ACTIVITY:                    |              |
| TYPE OF ACTIVITY:                |  |                                      |              |
| TEACHER IN CHARGE:               |  | No. of STUDENTS:                     | GRADE LEVEL: |
| NAME(S) OF TEACHING SUPERVISORS: |  | NAME(S) OF NON-TEACHING SUPERVISORS: |              |

### TRANSPORTATION

|   |              |
|---|--------------|
| Departure Time:                         | Return Time: |
| Details of Transportation Requirements: |              |

### ACCOMMODATIONS & FOOD

|   |
|---|
| Type of Housing:  |
| Housing Cost Per Student:                               |
| Food Arrangements:                                      |
| Food Cost Per Student:                                  |
| Total Cost to be Charged to each Participating Student: |

### CHECK ITEMS BELOW THAT HAVE BEEN ARRANGED

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | (1) Itinerary giving destinations and approximate times sent to Transportation Supervisor.  |
| <input type="checkbox"/> | (2) Parent Permission in Written Form   |
| <input type="checkbox"/> | (3) Medical Attention in Case of Accident or Sickness   |
| <input type="checkbox"/> | (4) Parent to Group & Group to Parent Communication for Emergencies   |
| <input type="checkbox"/> | (5) Group Location, Phone No. & Participant Roster filed with Principal/Acting Principal  |
| <input type="checkbox"/> | (6) Means of Dealing with Students who Become a Discipline Problem  |
| <input type="checkbox"/> | (7) Alternate Plans in Case of Inclement Weather  |
|                          | (8) Youth Safe Outdoors Guidelines Applicable    YES <input type="checkbox"/> NO <input type="checkbox"/>                           |
|                          | (9) Youth Safe Outdoors Guidelines have been reviewed with participants    YES <input type="checkbox"/> NO <input type="checkbox"/> |

REQUEST FOR OVERNIGHT OR OUT-OF-PROVINCE ACTIVITIES

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See Reverse 

Beautiful Plains has adopted the practices of Youth Safe Outdoors.

## ACTIVITY AUTHORIZATION

This activity has been approved by the:

|   |   |
|---|---|
| <p><b><u>School Principal:</u></b></p><br><br><hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;"><b>Signature</b></p> | <p><b><u>Board of Trustees:</u></b></p><br><br><p>On: _____</p> <p>NOTE: Board Approval is only needed for Out of Province trips or Overnight requests of two days or more.</p> |
|---|---|

\_\_\_\_\_  
*Superintendent's Signature*

\_\_\_\_\_  
*Date*

| <b>TRANSPORTATION ARRANGEMENTS</b> |   |
|------------------------------------|---|
|                                    | a) Bus(es) will be available as requested and the Driver(s) will be |
|                                    | b) Additional Arrangements Needed                                   |

\_\_\_\_\_  
*Transportation Supervisor's Signature*

\_\_\_\_\_  
*Date*

**DRIVER'S WAGE, MEAL AND ARRANGEMENTS FOR OVERNIGHT TRIPS**

*(To be confirmed with School by Transportation Supervisor)*

- a) Wages as per schedule
- b) Meals – Driver's Responsibility
- c) Accommodations – Arranged and Paid by School