

Field Trip Proposal Form
Superintendent Approved

School Name: Select School

Phone: _____ Fax: _____ Email: _____

Destination: _____

Departure Date: _____ / Time: _____ Return Date: _____ / Return Time: _____

Area of Study: _____ Purpose of Trip: _____

Grade Level(s): _____ # of Students: _____ (Males _____ Females _____)

Estimated Cost of Trip: _____ Equal access for all students assured: ☐ Yes ☐ No

Source(s) of Funding: _____

Supervision

Names of Supervisors

| | Staff | Volunteer | Service Provider | Gender |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| Teacher-in-Charge: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> M <input type="checkbox"/> F |
| Other Supervisor: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> M <input type="checkbox"/> F |
| Other Supervisor: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> M <input type="checkbox"/> F |
| Other Supervisor: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> M <input type="checkbox"/> F |

Total Number of Supervisors: _____

Primary First Aider: _____ Certification Held: _____ Expiry Date: _____

Name of Service Provide: (If Applicable) _____

Service Provider Contact Person: _____ Phone #(s): _____

Transportation

Attachments Checklist (As applicable)

- ☐ Walking
- ☐ Division Owned Bus
- ☐ Public Transport
- ☐ By Service Provider
- ☐ Charter Bus (Company Name: _____)
- ☐ Rental Van (Company Name: _____)
- ☐ Airline (Company Name: _____)

Driver ☐ Staff ☐ Other ☐ LRSD Current Bus Driver
IF LRSD Staff/Bus Driver

Licence Class: _____

Driver Abstract: ☐ On-File ☐ Required

Other (Please specify) _____

- ☐ Program / Activity Plan
- ☐ Teacher / Leader Qualifications Assessment
- ☐ Parent Correspondence (re: trip and/or meeting)
- ☐ Parent Consent / Risk Acknowledgement Form
- ☐ Volunteer Consent / Risk Acknowledgement Form
- ☐ Volunteer Driver Authorization(s)
- ☐ Criminal Records Check
- ☐ Student Medical & Emergency Contact Form
- Other (Please specify below) _____

Educational Value and/or Purpose

Educational Value and/or Purpose:

What are the educational / recreational goals of the trip:

What activity(ies) will occur during the trip? (Or attach the trip plan or itinerary.)

What follow-up activities will occur?

Parent Information

Describe the nature of communication provided to parents regarding the trip (attach appropriate documents):

Safety

Safety Guidelines (Note: this is for athletics or activity-based events such as skiing, baseball, swimming, horseback riding.)

I have reviewed and applied relevant Board Policies and the **School Physical Activity, Health & Education (SPHEReS)**

Guidelines

☐ Yes ☐ No

Insurance

| | | | | |
|------------------------------|---------------------------|--------------------------|--------------------------|----------------|
| Flight / Travel Cancellation | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA | Company: _____ |
| Trip Cancellation | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA | Company: _____ |
| Medical Services | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA | Company: _____ |

Safety Plan (If applicable)

Briefly describe the Assessment and Preparation that has occurred regarding:

Site / Terrain: _____

Weather: _____

Equipment / Clothing: _____

Water / Food: _____

Hazards (e.g., sun, insects, animals): _____

Contingency Plan(s): _____

Overnight Accommodations: (e.g. Hotel, Hostel, homestay, etc.) _____

Activities (Check all that apply))

| GREEN OR APPROVED ACTIVITIES | |
|---|---|
| The Green or approved activities must follow established Board policies and administrative procedures, and Safety Guidelines for Physical Activity in Alberta Schools | |
| Activities | Notes |
| Bowling | |
| Court Sports | |
| Cross Country Skiing (excluding Back Country) | Definition of Back Country: remote undeveloped rural area or sparsely inhabited rural areas; wilderness |
| Curling | |
| Fishing | |
| Golf | |
| Gymnasium program (Safety Guidelines for Physical Activity in Alberta Schools) | |
| Hiking on Trails | |
| Low Risk Physical Injury activities | |
| Sports Field programs (School Physical Activity, Health & Education Resource for Safety (SPHEReS)) | |

| AMBER ACTIVITIES | |
|--|--|
| Any other activity where the circumstances suggest that there is the potential for unreasonable risk must be reviewed by the Principal and reviewed against the Safety Guidelines for Physical Activity in Alberta Schools. | |
| Activities | Notes |
| Amusement Park Rides (Physics curriculum based only) | |
| Archery – indoor (in school) or as taught in an Archery Facility, under supervision. | The sport or skill of shooting with a bow and arrows, especially at a target indoors with direct supervision |
| Bamfield Marine Station | Bamfield Marine Sciences Centre (formerly the Bamfield Marine Station) is a marine research station established in 1972, located in Bamfield, Barkley Sound, British Columbia and run by the University of Victoria, the University of British Columbia, Simon Fraser University, the University of Alberta, and the University of Calgary |
| Baseball (Hardball) | A ball game played between two teams of nine on a field with a diamond-shaped circuit of four bases |
| Ball Hockey | A form of hockey played in a gymnasium or arena, or on any outdoor surface without ice, using a hard plastic ball in place of a puck |
| Bottle Rocketry | A firework typically consisting of a cylindrical case that is partly filled with combustible material and fastened to a guiding stick which may be placed in a bottle to control the direction of the rocket's launch |
| Broom Ball | A game similar to ice hockey, usually played on a rink, in which the players, often not wearing skates, use brooms instead of hockey sticks to shoot a volleyball into the opponent's goal. |
| Canoeing in still waters (based on Paddle Canada's still waters). To qualify for Amber Program, the following must be met: - At least one instructor certified by Paddle Canada or another Provincial Association, which must include First Aid certification - Must have 1 to 5 Boat Ratio (Solo canoeing is 5 participants per instructor; tandem canoeing is 10 participants per instructor) - Additional supervisors must be competent paddlers and known to the certified instructors | Refer to Paddle Canada's Paddling Association Risk Management Requirements Still Water: a part of a stream or a lake that is level or where the level of inclination is so slight that no current is visible. A certified instructor under the program must be able to assess the risk level of the water. |
| Cheerleading (aerobic) | A sport involving the performance of organized cheering, chanting, and dancing in support of a sports team at games |
| Cycling (Physical Education Guidelines) | Cycling activities which follows the Safety Guidelines for Alberta Schools |
| Diving | |

| AMBER ACTIVITIES | |
|---|--|
| Any other activity where the circumstances suggest that there is the potential for unreasonable risk must be reviewed by the Principal and reviewed against the Safety Guidelines for Physical Activity in Alberta Schools. | |
| Activities | Notes |
| European Handball | A game played between two teams of seven players each, the object being to throw the ball into a hockeylike goal at either end of the rectangular court. The ball is moved by dribbling and passing with the hands |
| Field Hockey | A game played between two teams of eleven players who use hooked sticks to drive a small hard ball toward goals at opposite ends of a field. |
| Floor Hockey | Same rules as ice hockey below but played on a regular floor or gymnasium (no ice) |
| Firearms Courses (No Live ammunition) | |
| Football | A ball used in football, either oval (as in American football) or round (as in soccer), typically made of leather or plastic and filled with compressed air. |
| Go-Karting | |
| Gymnastics | Exercises developing or displaying physical agility and coordination. The modern sport of gymnastics typically involves exercises on uneven bars, balance beam, floor, and vaulting horse (for women), and horizontal and parallel bars, rings, floor, and pommel horse (for men). |
| Horseback Riding (Vetted and Accredited Facility – example trail riding) | The sport or activity of riding horses |
| Hunter Training | Capturing of wildlife using traps, crossbows. (Firearms are listed as red activity) |
| Ice Fishing | Fish through holes in the ice on a lake or river |
| Ice Hockey | A fast contact sport played on an ice rink between two teams of six skaters, who attempt to drive a small rubber disk (the puck) into the opposing goal with hooked or angled sticks |
| Ice Skating (Due Diligence) | |
| Kayaking | Travel in or use a kayak |
| Lacrosse (Field, box) | A team game, originally played by North American Indians, in which the ball is thrown, caught, and carried with a long-handled stick having a curved L-shaped or triangular frame at one end with a piece of shallow netting in the angle. |
| Martial Arts Training (No Contact Involved/No Weapons) | Various sports or skills, mainly of Japanese origin, that originated as forms of self-defence or attack, such as judo, karate, and kendo (refer to Safety Guidelines for Physical Activity in Alberta Schools) |
| Mountain Biking (Cross Country) | Cross-country courses and trails consist of a mix of rough forest paths and single track (also referred to as double track depending on width), smooth fire roads, and even paved paths connecting other trails |
| Orienteering | A competitive sport in which participants find their way to various checkpoints across rough country with the aid of a map and compass, the winner being the one with the lowest elapsed time. |
| Ringette (Ice) | A game resembling ice hockey, played (especially by women and girls) with a straight stick and a rubber ring, and in which no intentional body contact is allowed |
| Roller blading | A boot with a single row of small wheels on the bottom that you wear in order to travel along quickly for enjoyment |
| Mountain skating | Skating on ice surfaces that are not controlled or in an environment that where one can break through the ice. Such as lakes, rivers, where there is a risk of penetrating the ice and individual can drown and risk hypothermia. |
| Self Defence (No Weapons) | The defence of one's person or interests, especially through the use of physical force, which is permitted in certain cases as an answer to a charge of violent crime |
| Ropes courses (high and low) | A ropes course is a challenging outdoor personal development and team building activity which usually consists of high and/or low elements. Low elements take place on the ground or above the ground. High elements are usually constructed in trees or made of utility poles and require a belay for safety. |
| Rugby | |
| Sailing | |
| Scuba diving in a swimming pool (Minimum Standards) | |
| Skateboarding/Skate boarding parks | |
| Downhill Skiing, Cross Country Skiing & Snowboarding (Not Self Evaluated must be trained by ski hill) | |

| AMBER ACTIVITIES | |
|---|---|
| Any other activity where the circumstances suggest that there is the potential for unreasonable risk must be reviewed by the Principal and reviewed against the Safety Guidelines for Physical Activity in Alberta Schools. | |
| Activities | Notes |
| Softball | A sport similar to baseball played on a small diamond with a ball that is larger than a baseball and that is pitched underhand |
| Swimming (Synchronized) | A sport in which members of a team of swimmers perform coordinated or identical movements in time to music. |
| Swimming(in pool with Lifeguard present) | |
| Swimming (In Hotel Pool with Direct Supervision of Staff) | |
| Track and Field- in field events: Include discuss, javelin, shot put, pole vault and high jump | |
| Tobogganing, tubing, crazy carpet, and sledding on a slope of less than five metres in height or with an incline of less than 35 degrees | |
| Wall Climbing (In licensed facilities) | A wall at a sports center or in a gymnasium fitted with attachments to simulate a rock face for climbing practice |
| Water Polo | A seven-a-side game played by swimmers in a pool, with a ball like a volleyball that is thrown into the opponent's net |
| Water Slides/Water Park (Parks need to be vetted) | Water Slide - a slide into a swimming pool, typically flowing with water and incorporating a number of twists and turns. Water Parks - a large outdoor area with swimming pools, water slides, and similar attractions |
| Weightlifting | The sport or activity of lifting barbells or other heavy weights. |
| Winter and Summer Camping outs | Camping is an outdoor activity involving overnight stays away from home in a shelter, such as a tent or a recreational vehicle |
| Wrestling | The sport or activity of grappling with an opponent and trying to throw or hold them down on the ground, typically according to a code of rules |

| RED OR PROHIBITED ACTIVITIES | |
|---|---|
| ARMIC: The following activities are prohibited, as supported by the historical claim data. | |
| Activities | Notes |
| Activities in Wilderness or Remote locations including hiking, biking, skiing or camping trips outside Alberta and overnight backcountry trips within Alberta | |
| Aerial Gymnastics (excluding cheerleading) | A stunt in which the gymnast turns completely over in the air without touching the apparatus with his or her hands |
| Aerial Parks | Parks which have various structures or layouts usually with ropes and bridges elevated by manmade structures or in a forested area |
| Airplane Rides/Air Travel (not commercial flights) | |
| Air travel other than by commercial airline | |
| American Gladiator style events | An athletic competition game show where contestants, referred to as "contenders", competed against the show's titular Gladiators in a series of physical games called "events" with the goal to be crowned the Grand Champion |
| Amusement Parks/Rides (except Heritage Park, curriculum based physics field trips to West Edmonton Mall or Calaway Park & Disneyland and DisneyWorld) | |
| Axe training | Learning how to handle and utilize an axe |
| Auto racing | Auto racing is a motorsport involving the racing of automobiles for competition |
| Back Country Mountain Biking | Remote and no access to communication and health care. Mountain biking refers to the use of specialized off-road bikes that are used for cross-country and downhill biking |
| Boxing, kick boxing, or any martial arts with full contact blows or kicks | Contact is prohibited |
| Bungee jumping | The activity of leaping from a high place while secured by a long nylon-cased rubber band around the ankles |
| Caving | Also known as spelunking - the exploration of caves |
| Demolition derbies | A competition in which typically older cars are driven into each other until only one is left running |
| Demolition of derelict vehicles, equipment or buildings | |

| RED OR PROHIBITED ACTIVITIES | |
|---|--|
| ARMIC: The following activities are prohibited, as supported by the historical claim data. | |
| Activities | Notes |
| Diving into or sliding on foam, mud, ice or snow | Any of these activities irrespective of method used or height of the activity |
| Dunk Tanks | An attraction at a carnival or similar event in which contestants throw balls at a target with the aim of triggering a mechanism that causes a seated person to drop into a tank of water |
| Drag Racing | A race between two or more cars over a short distance, usually a quarter of a mile, as a test of acceleration |
| Excursions to natural disaster areas – i.e. earthquakes, floods, hurricane, tornado zones | Planning an activity or trip in an area where there is a highly likelihood of these events occurring when forecasted or the season for the occurrence of these events |
| Excursions to war zones – imminent or existing | |
| Excursions to regions with political or civil instability | |
| Extreme Sports (recreational activities perceived as involving a high degree of risk. These activities often involve speed, height, a high level of physical exertion, and highly specialized gear) | General catch-all item, specific activities may be listed below |
| Fencing | The sport of fighting with swords, especially foils, épées, or sabres, according to a set of rules, in order to score points against an opponent |
| Fireworks Display/ (No Participation by students) | Viewing Only |
| Go-Karting | Go-karting, is a type of activity utilizing open-wheel car or Quadra cycle on a closed circuit in a competitive environment. Go-karts come in all shapes and forms, from motorless models to high-powered racing machines |
| Hang Gliding | The sport of launching oneself from a cliff or a steep incline and soaring through the air by means of a hang glide |
| Hay and Sleigh Rides | |
| High Platform Diving – Jumping or Diving off High platforms | High diving is a sport in which athletes dive into water from considerably high heights. In pool diving, competitions are conducted on a regular diving pool in which athletes dive from a purpose built platform. |
| Hiking in hazardous areas, such as West Coast Trail | Hiking in areas where the inherent risk of injury is higher due to the difficulty rating or exposure to rapidly changing conditions that increase risks to a level which cannot be adequately managed |
| Horse jumping | |
| Hot air balloon rides (tethered and untethered) | |
| Ice climbing | |
| Inflatable Activities (Including Bouncy Castles Sumo Suits and Hamster Balls) | |
| Luge & Skeleton above the tourist start at Canada Olympic Park | |
| Martial Arts training involving contact | |
| Mechanical bull riding or simulated mechanical rodeo events | |
| Moto-cross (motorized or BMX bicycle) | |
| Motorcycling of any nature | |
| Mountain Biking (Trail, Enduro and All-mountain Riding, Freeride and Downhill) | Trail Mountain Biking is more aggressive type of cross-country riding. It generally means riding less fire roads and easy tracks and replacing them with more technical single tracks both up and down. |
| | |
| | Enduro and all-mountain riding is faster, steeper and more aggressive, involving bigger drops and jumps. Unexpected terrain hazards are involved. Freeride and Downhill: This level of mountain biking is designed for the advanced and extreme riders involving high speed, technical sections and massive drops. Generally held in mountain biking parks. |
| Mountain climbing (but not including hiking in the mountains) | |
| Off road/All-Terrain vehicles | |
| Open water swimming | Swimming in ocean, large lake and moving water |
| Orbing/Zorbing (human hamster ball) | An extreme sport in which a person is strapped inside a very large plastic ball and rolled down a hillside |

| RED OR PROHIBITED ACTIVITIES | |
|--|--|
| ARMIC: The following activities are prohibited, as supported by the historical claim data. | |
| Activities | Notes |
| Parasailing and paragliding | |
| Paintball, laser tag or war games | |
| Parkour | The activity or sport of moving rapidly through an area, typically in an urban environment, negotiating obstacles by running, jumping and climbing. |
| Performances involving/including open flames | Open flame devices are defined as candles, torches, butane burners or any other flame producing device |
| Personal watercraft ("Seadoos") | |
| Pyrotechnics | Pyrotechnics is the science and craft of using self-contained and self-sustained exothermic chemical reactions to make heat, light, gas, smoke and/or sound |
| Racing of watercraft | Competition using water vessels or waterborne vessels. Watercraft are vehicles used in water, including boats, ships, hovercraft and jetskis. Watercraft usually have a propulsive capability (whether by sail, oar, paddle or engine) and hence are distinct from a simple device that merely floats, such as a log raft. |
| Rifle Ranges or other activities involving firearms and winter biathlon | A place for practicing shooting with rifles and/or firearms |
| Rock climbing (wall climbing is permitted) | The sport or activity of climbing rock faces, especially with the aid of ropes and special equipment. |
| Rocketry (Except for bottle rocketry which is a restricted activity) | Use model rockets designed to reach low altitudes and be recovered by a variety of means. Model rockets are constructed of paper, wood, plastic and other lightweight materials. |
| Rodeo event participation | American style professional rodeos generally comprise the following events: tie-down roping, team roping, steer wrestling, saddle bronc riding, bareback bronc riding, bull riding and barrel racing. |
| Scuba diving & Snorkeling in open water | Open water - any natural body of water, rivers, lakes, and oceans |
| Slip and Slide Devices | |
| Ski Jumping | Descending from a specially designed ramp on skis. |
| Skydiving | A sport in which a person jumps from an aircraft and falls for as long as possible before opening a parachute. |
| Snowmobiling of any nature | A sport in which a person operates motorized vehicle designed for winter travel and recreation on snow. |
| Stuntnastics | It combines dance, stunts, gymnastics, and music along with your imagination. It is a floor routine by putting together various creative and physical components, such as pyramid building or other formations. Stuntnastics routines can be created with one or more people. |
| Tobogganing, tubing, crazy carpet, bobsledding, and sledding on a slope of greater than five meters in height or with an incline of greater than 35 degrees | |
| Trampoline | The sport of jumping and tumbling on a trampoline |
| Ultra-light plane flight | Ultralight aviation (called microlight aviation in some countries) is the flying of lightweight, 1- or 2-seat fixed-wing aircraft |
| Water skiing | Water skiing is a surface water sport in which an individual is pulled behind a boat or a cable ski installation over a body of water, skimming the surface on two skis or one ski |
| Winter biathlon with live ammunition | The biathlon is a winter sport that combines cross-country skiing and rifle shooting. It is treated as a race, with contestants skiing through a cross-country trail whose distance is divided into shooting rounds |
| Moving water programs, rafting, kayaking and canoeing, in waters greater than Class II (based on International River Classification System). Moving water includes ocean, large lakes, rivers and streams. Programs less than the above level may be amber activity, if the school division has the proper risk management procedures as stipulated in the Paddle Canada's Risk Management Requirements | Refer to Paddle Canada's Paddling Association Risk Management Requirements (Annex C). A certified instructor under the program must be able to assess the risk level of the water. |
| Zip lining | A cable suspended above an incline to which a pulley and harness are attached for a rider |

Supervision Plan (Ratio – Refer to AP 259)

- 1) Identify the supervisors responsible for:

Group Management: _____ Night Checks: _____

Discipline: _____ Medical: _____

- 2) Group Sizes: _____

- 3) When and how will volunteers & Staff be briefed regarding their roles, responsibilities and expectations?

Emergency Plan (If Required)

- 1) First Aid, survival and repair kits (as appropriate) are stocked and accessible: ☐ Yes ☐ No

- 2) What is the level of First Aid Training with the group (i.e., number of people with each relevant certification & Expiry Dates?

- 3) How will emergency services (police, fire, ambulance, search and rescue) be activated if needed in the area?

- 4) What steps will follow if a participant is ill or has a non-life threatening injury?

Approvals

Name of Teacher in Charge

Date

Signature

Name of Principal in Charge

Date

Signature

Superintendent

Date

Signature

The personal information contained on this form is collected under the authority of the School Act and Freedom of Information and Protection of Privacy Act for the purpose of participating on school trips. If you have any questions about this form, please contact your School Principal.

Field Trip Approval Checklist

To be filled in by the Principal in consultation with the staff member responsible for the Field Trip.
Attach to **Field Trip Proposal - Superintendent Approved** form.

Criteria have been met. (Please check all that apply)

- ☐ Administrative process respected (e.g., proposal submitted to appropriate administrator in time to be considered)
Note: First step completed. Fill in the additional form for Superintendent Approved Field Trip Proposal
- ☐ Field Trip accessibility/eligibility policy addressed (e.g., equal access; voluntary participation, if appropriate, alternative activity for non-participants)
- ☐ Educational value of the trip is evident (e.g., goals and student learning outcomes stated)
- ☐ Trip is appropriate for the students (e.g., age/grade, preparation, and follow-up)
- ☐ Duration of the trip is appropriate and can be accommodated in the school calendar
- ☐ Destination or route adequately assessed (through pre-visit or other data collection) and appears appropriate
- ☐ Itinerary and activities are outlined and fit the objectives
- ☐ The group appears adequately prepared for the trip (e.g., knowledge, skills, attitudes, fitness, clothing, equipment)
- ☐ Information to be given parents is appropriate for the type/duration of trip
- ☐ Parent information meeting date is planned, if holding one is appropriate for the trip
- ☐ Parental consents to be collected (e.g., consent to attend, acknowledgement of risk, consent to secure mediate treatment)
- ☐ Relevant student health and medical information to be secured from parents
- ☐ Additional insurance needs addressed, if relevant
- ☐ Budget and financial arrangements appropriate
- ☐ Transportation arrangements acceptable
- ☐ Plan in place to seek appropriated parental consents if private vehicles are to be used
- ☐ Number and gender(s) of supervisors and supervision plan are appropriate for group, activities and sites/areas
- ☐ Plan to ensure all participants are clear in reference to behavioral expectations and consequences
- ☐ If overnighting, accommodations arrangements are acceptable, e.g., hygiene, potable waters, food preparation
- ☐ Teacher / leader is competent to instruct / lead the particular group in the identified activity(ies) and environment(s)
- ☐ Plan in place to brief supervisors re; trip purpose, logistics, roles / responsibilities, safety plan, emergency plan, etc.
- ☐ Safety plan is appropriate (i.e., procedures for managing the key inherent risks of the activities, environments and participants)
- ☐ Emergency plan is in place to deal with injured / ill / lost / stranded participant(s) (e.g., training, kits, communications equipment, EMS access, back-up transportation)
- ☐ Destination contact and phone number (e.g., outdoor center, camp, local authority(ies))
- ☐ List of documents teacher will carry (e.g., trip plan, permits, passenger manifestos, medical conditions and emergency contacts of participants)
- ☐ Office to receive copy of finalized trip plan, signed parental consent forms, passenger manifestos, and names of no-shows
- ☐ Request for criminal record checks for volunteers
- ☐ Other relevant information unique to the particular trip. Specify: _____

Comments: _____

