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CHECKLIST – Level Five Field Trip **Out of Province/International Field Trip**

School: _____

Principal: _____

Educator(s)-in-charge: _____

Class/grade/Course: _____

Destination(s): _____

Departing from: _____ Date: _____ Time: _____ ☐ am ☐ pm

Returning to: _____ Date: _____ Time: _____ ☐ am ☐ pm

Level Five Field Trips include any field trip for any length of time that takes place outside the province of British Columbia, including international travel. Typically, these trips involve overnight stays.

All out-of-province and international trips must be approved by the Board of Education.

1. Approval of Level Five student travel to Alberta, Washington State, Idaho State, and Oregon state must be submitted to the Superintendent at least three (3) months prior to the proposed date of the trip for final approval.
2. Approval of Level Five student travel beyond the provinces/states listed above must be submitted to the Superintendent at least six (6) months prior to the proposed date of the trip for final approval.
3. If there is a reasonable and foreseeable risk to students as a result of political unrest or any other unexpected concerns (e.g., student withdrawals, risk of financial loss, etc.) such that a prudent parent would not allow a child to travel, the district has an obligation to cancel the trip. All out-of-province travel should also include consideration of travel and medical insurance.

Guidelines:

- a. Prior to any fund raising or collection of money for a specific trip, submit the [Student Field Trip Application](#) to the principal or designate for preliminary approval in accordance with timelines listed above. The Principal will review the application and the planning, determine the appropriateness of the application and submit it to the Superintendent in accordance with the above timelines. Please note:
 - i. This checklist does not have to be completed prior to submitting the application to the Superintendent. It must be completed prior to going on the trip.
 - ii. A full itinerary should accompany the application which includes the items on the application. Any details not able to be completed (such as flight numbers, hotels, etc.) in the itinerary should be updated and submitted to the Superintendent prior to the trip.
- b. The Principal/administrator will ensure that the supervising teacher has:
 - i. informed parents of the specific nature of the activity and the hazards, inherent risks and potential consequences, must take place. Also included will be information relative to cost of the trip and fundraising or fee expectations of the student, accommodation, transportation, contact information and an itinerary as well as the field trip's place in the school curriculum. A parent letter will be sent, followed up with a mandatory parent meeting.
 - ii. obtained signed copies of the Parent/Caregiver Consent form for each student involved, including any medical concerns, allergies and medication requirements;
 - iii. ensured that students have the appropriate travel documents;
 - iv. ensured that all activities are appropriate activities and not on the prohibited list.
 - v. (until the language evolves to reflect current context) ensured that both male and female supervisors are included where male and female students are participating. This could include a parent/adult supervisor. Where this is not possible parents must give informed consent for their individual child to participate. The principal must also be informed. Criminal record authorizations will be completed in advance of the trip commencing for any volunteers. Volunteers should complete [the School Volunteer application](#);
 - vi. ensured that at least one supervisor has a current St. John's Emergency First Aid Certificate, or equivalent for urban field trips; current St. John's Standard First Aid Certificate, or equivalent for outside urban area field trips where ambulance response is

available within one hour; and a current Basic Wilderness First Aid Certificate (36-40 hours) for backcountry field trips where emergency response is more than one hour away.

- vii. ensured that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved;
- viii. ensured students and parents are appropriately informed about specific activities and aware of all expectations, including knowledge of risks involved; [See Parent/Caregiver Consent Form \(Level 5\)](#)
- ix. ensure that supervisory staff are aware of the potential risks of all activities, including travel, that will happen during this excursion and that mitigation strategies are in place. These can be found on the YouthSafe Outdoors website. . Please access the [YouthSafe Outdoors website](#) (sign in Username: **VernonSD**, Password: **97CA2B43C**) to find known potential risks for most field trip excursions. (Follow the links [Home](#) -> [Plan Your Outing](#) -> [Activity](#) -> [Field Trips](#) -> [Off-site Experiences](#)). These should be copied and pasted directly onto your parent information letter as well as the mitigation strategies you will be employing to minimize the potential risks. You may refer to this [document \(Field Trip Offsite Experiences\)](#) but the links will require the log in as stated above.
- x. ensured that all students are aware of the SD22 Code of Conduct and behavioural expectations, and do not partake in activities that are on the prohibited activity list from the SD22 Field Trip Guidelines (planned or otherwise);
- xi. taken a copy of the signed parent consent form for each student on the trip and left the original forms in the school office. A manifest of participants and the itinerary must be left in the school office; and
- xii. confirmed that adequate out-of-province/country medical coverage is obtained. Supervisors are required to carry a copy of the medical coverage plan and policy number with them for each and every student. This information should also contain the policy contact number;
- xiii. completed a full itinerary including airlines (flight numbers where possible) and other modes of travel, hotels, venues and activities. Submit the itinerary with the Field Trip application and leave a detailed/updated itinerary with the school and Superintendent prior to leaving on the excursion;
- xiv. ensured applications are submitted at least three (3) months in advance for trips within Canada and at least six (6) months in advance for international travel; and
- xv. provided alternative meaningful learning experiences for students who do not participate in the field trip (curricular trips only).

Prior to going on the trip, the principal will ensure that the following items have been carefully and thoughtfully planned and accounted for. This checklist does not need to be included with the application but may be asked for at the discretion of the Superintendent or designate.

Risk Assessment and Mitigation

- All activities have inherent risks. In addition to the obvious risks of out of country/province travel, [YouthSafe Outdoors](#) have established a list of activities and their Known Potential Risks for additional planned activities during your trip that have already been identified and vetted. Please review these risks with respect to the specific activity you are considering during your Level 5 excursion. These known potential risks will need to be included in your parent information letter/nights and on the Level 5 Field trip application. They can be copied and pasted directly from the website.
- It is important that you identify mitigation strategies to minimize the risk of injury to children. Please consult the website and ensure that you have strategies in place that you can identify should your activity be questioned or should an unfortunate injury happen during your excursion or activity. Please access the [YouthSafe Outdoors website](#) (sign in Username: **VernonSD**, Password: **97CA2B43C**) to find known potential risks for most field trip excursions.

SUPERVISION

The following chart outlines the SD22 supervision ratio guidelines. SD22 classrooms and travel groups should take into consideration the dynamic of the students and may require further supervision based on the composition of the class or group. The nature of the activity and destination will also factor into the specific number of supervisors required. Level 5 supervision ratios may be overridden by the Superintendent in consideration of the type of travel and destination.

RISK RATING	SD22 Minimum (with no diverse needs)
Moderate Risk (Level 3)	Age 5-8 (1:15) Age 9-12 (1:15) Age 13+ (1:15)
Higher Care (Level 4)	Age 9-12 (1:8) Age 13+ (1:15)
Higher Care (Level 5)	Age 13+ (1:10) May vary depending on the destination and nature of the excursion.

Exceptions may be made in consultation with the Superintendent or designate.

Level Five Field Trip Checklist

✓	Task	Date Completed	Description	Details (please provide)
	Approval Process:		☐ Principal receives level 5 checklist and application at least three (3) months prior to field trip departure for out of province trips to Alberta, Washington State, Idaho State, and Oregon and six (6) months for trips beyond the provinces/states listed above. ¹ ☐ Principal approves letter to parents. ☐ Principal approves transportation requests. Principal gives final approval. ☐ Principal receives list of participants ☐ Principal informs the Superintendent or designate at least three (3) months prior to field trip departure for out of province trips to Alberta, Washington State, Idaho State, and Oregon and six (6) months for trips beyond the provinces/states listed above. ☐ Principal emails the application form and itinerary to Superintendent or designate to begin final approval process.² Once approval has been received, fundraising can commence.	
Phase One: Prior to approval				
	The appropriate supervision has been accounted for.		☐ Supervision must be appropriate for the age of students, nature of the activity, and requirements of the agency, mode of transportation, or venue. There must be at least one teacher Supervisor. Supervision for Higher Care Activities should follow the Youthsafe Outdoors Guidelines for Higher Care Activities	
	Consideration has been given for both male and female supervisors as needed. ³		*required for mixed gender overnight excursions. See item "f" above.	

¹ Please note that some travel companies require deposits well in advance. Approvals may be needed to be submitted well in advance of the deadlines.

² The checklist does not need to be submitted with the application but the items on the application need to be accounted for by the administrator. Some checklist or itinerary items may not be able to be completed 3-6 months in advance. In that circumstance, the administrator will verify that these items have or are being considered appropriately and will be completed prior to the excursion. An updated (final) itinerary will need to be submitted to the superintendent prior to leaving.

³ *Until the language evolves to reflect current context, ensure that both male and female supervisors are included where male and female students are participating. This could include a parent/adult supervisor. Where this is not possible parents must give informed consent for their individual*

Level Five Field Trip Checklist

✓	Task	Date Completed	Description	Details (please provide)
	Additional supervision requested in consultation with the school-based team, principal, or SBRT		Please list the students the request is made on behalf of and the need if applicable.	
	The site/venue/agency supervision ratios have been accounted for.		Please explain if applicable.	
	Supervisors are qualified/capable to supervise this activity. See YouthSafe Outdoors website (sign in Username: VernonSD , Password: 97CA2B43C) for specific regulations.		☐ supervisors have the required first aid qualifications. ☐ supervisors possess the necessary skills and fitness levels to lead this activity.	
	Closest emergency facility(ies) have been identified		State the closest emergency facility or facilities.	
	Costs have been identified (see below) as appropriate.		Break down of costs listed below.	
	Transportation to event has been approved by the principal.		List method of transportation, including airlines, flight numbers ⁴ (where available), etc.	
	Transportation plan is submitted and attached to this checklist.		Transportation plan must include specifics respecting methods of transportation, flight numbers, airlines, itinerary, etc..	
	Parents/caregiver information letter is submitted to principal for approval (attached).		Parents/caregivers have been informed of: ☐ Purpose Destination ☐ Proposed activities and itinerary ☐ Method(s) of transportation (including airlines, stops, etc.) ☐ Breakdown of total costs and costs per student ☐ Potential risks inherent in the activity (including the possibility of poor medical services for some destinations.) ☐ Methods of fundraising - Accommodation arrangements (including names of hotels, addresses, and phone numbers).	
Phase 2: In advance of the excursion				
	Parent/Caregiver Consent Forms have been provided, which specifies event(s), date(s) and method(s) of transportation.		Copy of the Parent/Caregiver Consent Form attached.	

child to participate. The principal must also be informed.

⁴ Flight numbers may not be able to be provided at point of application but **must** be submitted prior to departure.

Level Five Field Trip Checklist

✓	Task	Date Completed	Description	Details (please provide)
	Parents have been provided with the telephone number or numbers where student can be contacted if personal cell phones are not available.		Provide details – emergency number for educator in charge, school, that has been provided to parents.	
	Parents have been notified of the required travel documents and supported in securing those documents as needed.		Provide details as to general travel documents required of all students and specific documents for specific students.	
	Parents and students have been informed of the school's and district's behaviour expectations (as per SD22's Code of Conduct), particularly with respect to drugs and alcohol, and the consequences if student behavior contravenes the Code of Conduct.		Describe the consequence for infractions that has been provided to parents.	
	Budget has been finalized		Ensure that the actual costs have been finalized and accounted for. Submit updated budget to principal.	
	Fundraising/Payment plans have been finalized		Describe any fundraising activities or payment arrangements that need to be accounted for.	
	Preliminary deposits and payments have been made to secure transportation and/or accommodation as appropriate.		Describe any pre-payments or deposits that have been made in advance of the trip, including refund policies, etc. in the event that a student forfeits the trip.	
Phase 3: Prior to Leaving				
	Copies of signed consent		Ensure that consent and permissions have been signed and a copy is left at the office for each student.	
	Confirm travel insurance as appropriate		List any details here ->	
	Complete a detailed itinerary		Include all flight numbers and travel arrangements while on the trip, departures and returns. Also include any accommodation specifics – name of accommodation, location, telephone numbers, etc. Submit to the School Office and Superintendent.	
	Reconcile student accounts		Ensure that all costs have been provided for and that there are no outstanding monies for which students/caregivers are responsible that have not been received.	
	Medical/First Aid kit is		List additional needed Medical equipment (e.g. EpiPen) for the	List students with specific medical conditions:

Level Five Field Trip Checklist

✓	Task	Date Completed	Description	Details (please provide)
	printed for each student to be taken on the excursion.		following student(s) is assembled to be taken on the excursion.	
	Participant list has been printed to be taken on the excursion		List of participants, relevant medical information, and emergency contact information has been printed to be taken on the excursion where applicable. Copy is to be left with the school office or appropriate administrator if the trip is outside of the school year (i.e. during summer, winter, or spring breaks).	

COSTS/EXPENSES

	Cost per Student	Cost per Adult (Incorporated in student cost)	Total Cost
a) Cost of transportation			
b) Cost of admission			
c) Meal costs ☐			
d) Incidental costs			
e) Accommodations			
f) Package Price ☐			
g) Other supervisor's costs (e.g. TTOC)			
h) Other			
TOTAL COST			

[Click on this link for SD22 Bus Transportation Processes.](#)

SD22 Bus Rates 2024/25

1. The rate for drivers is \$40/hr

2. The rate for mileage is \$2/km

3. Any quotes also need to be sent to activitytrips@sd22.bc.ca

In some cases, a **package price** may include accommodation, transportation, meals and admissions. In such cases, a breakdown of these costs is not required. Incidental costs could include a suggested amount for spending money.⁵

Source(s) of funding (e.g., fundraising): _____

Cost charged to students: _____

⁵ If there is a cost saving due to bulk ticket purchases, or otherwise, that benefit must be shared by all those involved in the trip, and not taken solely by a supervisor or chaperone without consent by the Superintendent.