



FIELD TRIP APPLICATION FORM (Levels 3-5)

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FIELD TRIP INFORMATION

☐ Level Three (outside of SD22 catchment)

☐ Level Five (Out of Province)

☐ Level Four (overnight, high risk)

☐ Level Five (International)

School: _____ Principal: _____

Destination: _____ Educator(s) in Charge: _____

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

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

If this is an overnight stay, location of sleeping quarters (hotel, campground, etc.)

Description of Activities students will be doing on this excursion:

Pre-trip Activities/curriculum connections:

Post-trip Activities/curriculum connections:

Cost Breakdown (CA \$)

	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 supervisors' costs (e.g.TTOC)	\$	\$	\$
h) Other (may attach additional info)			
TOTAL COST	\$	\$	\$

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

Cost charged to students: \$ _____

Nearest Emergency medical facility(ies):

TRANSPORTATION

We will be traveling to our destination by (check all that apply):

- | | | |
|--------------------------------------|---|--|
| ☐ train | ☐ school bus | ☐ car and driver (staff) |
| ☐ charter bus | ☐ walking | ☐ car and driver (volunteer)* |
| ☐ ferry | ☐ bicycle | ☐ other _____ |
| ☐ flight | ☐ public transit | |

*Volunteer Driver information (if applicable): (attach list of additional drivers if necessary)

Name of Driver	Phone Number	Volunteer Driver Form Completed	
		Yes	No
		Yes	No

SUPERVISION

Supervisor/student ratios must follow the guidelines for SD22.

The following chart should serve as a guideline for supervision ratios. SD22 classrooms should take into consideration the dynamic of the students and may require further supervision based on the composition of the class. For level one trips, it is good practice to ensure that you have 2 supervisors per group, regardless of group size or age of students and then determine ratios that make sense to the needs of the group. However, walking trips within reasonable distance of the school do not require more than one supervisor per group. Level 2 trips should consider the nature of the activity and the class make up when determining appropriate ratios. For indoor excursions, you may not need more than one supervisor if the venue has adult workers supporting the activity. For

- Level three and four trips, follow the guidelines below.
- Level 5 Supervision: 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	Minimum (ratios may need to be adjusted to accommodate students with 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 Assistant Superintendent.

Grade(s): _____ Number of Students: _____

Students with diverse needs: ☐ yes ☐ no

Number of students with 1:1 supervision (students with diverse needs or requiring additional supervision): _____ (in consultation with school-based resource teacher/principal).

Number of staff/supervisors: _____ Number of students per supervisor: _____

Names of Supervisors (indicate * for those assigned to students with diverse needs):

Name of Supervisor	Qualifications (Teacher/EA/Parent/Other)	Responsibilities

Attach list of additional supervisors if needed.

Last Updated: May 15, 2025

Overnight Supervision (Level 4 or 5)

- It is not recommended for adult supervisors to sleep in the same room or space where students are sleeping or changing. Where it is deemed necessary and appropriate, there will be at least one adult supervisor in a group of students. - never a 1:1 ratio of supervisor to student. Parents are to be informed of the sleeping arrangements, including supervision for overnight excursions. (copy of parent letter attached)
- Safety plans will be created for students who may require additional support for physical, emotional, or medical needs, should an adult supervisor not be present during sleep time (but will be staying close by in their own sleeping quarters).

Itinerary (Level 4 or 5)

Please attach your **full itinerary, including dates, times, and lodging (overnight) locations and phone numbers/contact info**. Complete itinerary **including flight numbers and participant list must be left with the school with copies to the Superintendent prior to departure**.

*NOTE: most travel companies provide a preliminary itinerary. This is required for submission to the Superintendent for approval.

Risk/level of Care and Mitigation:

Please list the known risks for this excursion. These can be found at [Field Trips / Off-site Experiences](#) (sign in Username: **VernonSD**, Password: **97CA2B43C**)

Please list the ways that these risks will be mitigated: (suggestions at the same link above)

Declaration

Teacher/Educator Declaration:

- ☐ I have completed the Field Trip Checklist and met the requirements for this level of field trip.

Signature Date

Principal Declaration

- ☐ I have reviewed the following: Field Trip Checklist, Field Trip Application, Parent/caregiver Information Letter, Consent Form, Transportation Form.
- ☐ All conditions for this field trip have been met.

Principal (or designate) Signature Date

Approval of Superintendent Required for Levels Four and Five Excursions

Superintendent (or designate) Signature Date

Last Updated: May 15, 2025