REQUEST/APPROVAL for OUT-of-PROVINCE TRAVEL

Form 6031-08

Send completed form to superintendent of schools or designate for approvals.

School name: _____ Date form submitted _____

Specific group travelling: Open _____ or Limited (specify) _____

This is a: _____ First submission (request for approval in principle)
_____ Second submission (request for formal approval)

Grade level(s) of students: _____ Number of students: Male _____ Female _____

Proposed Destination: _____

Departure Date: _____ Return Date: _____ Total No. of School Days _____

Method of Travel _____

Supervision *(General outline required for approval in principle; details required for formal approval)*

	Male	Female
Employees	_____	_____
		_____
		_____
Other Adults	_____	_____
		_____
		_____

Employee in charge: _____ Position held in school district: _____

Financial considerations:

1. Total cost of travel per individual student is: _____
2. Are costs for TOC or other adult supervision included? (explain) _____
3. Method of financing the travel (in approximate percentages is):

Individual student/parent contribution	_____	Group fundraising	_____
School-wide fundraising	_____	Other (specify)	_____

Checklist:

	Yes	No	Date
1. The superintendent of schools has been consulted.	_____	_____	_____
2. The parents' advisory council has been consulted (prior to approval in principle).	_____	_____	_____
3. Individual parents have been informed/consulted and have given consent (prior to approval in principle).	_____	_____	_____
4. The number, age and gender of adult supervisors conforms to the regulation.	_____	_____	
5. An attempt has been made to limit the number of school days missed.	_____	_____	
6. The costs, time and distance involved balance with the benefits of the travel.	_____	_____	
7. Accompanying adults have undergone the criminal record check process.	_____	_____	
8. Medical insurance has been, or will be, obtained.	_____	_____	
9. Cancellation insurance has been, or will be, obtained.	_____	_____	

Attach detailed itinerary along with additional summary comments (general outline for approval in principle; details for formal/final approval). The proposed travel conforms to the requirements of Board Policy 6031 and its regulations.

Principal's Signature _____ Date _____

Approval of Superintendent/Designate _____ Date _____

For a complete copy of Policy 6031 (Student Travel) and all associated documents, refer to the district website <http://sd71.bc.ca/sd71/sbo/policy.php>.

A COMMUNITY OF LEARNERS
COMOX VALLEY
SCHOOL DISTRICT