

PROPOSAL for NORMAL RISK ACTIVITIES

Form 260-01

TRIP INFORMATION		SCHOOL:	
TRIP NAME:			
DESTINATION:			
DEPARTURE DATE:	DEPARTURE TIME:	RETURN DATE:	RETURN TIME:
PURPOSE OF TRIP:			# OF STUDENTS:
			# OF ADULTS:

SUPERVISION		
NAMES OF SUPERVISORS (attach list if needed)	CONTACT PHONE #	CONTACT EMAIL ADDRESS
LEAD TEACHER:		
OTHER SUPERVISOR:		
OTHER SUPERVISOR:		
PROGRAM PROVIDER: (if applicable);		

TRANSPORTATION	
Check all that apply below:	
METHOD <input type="checkbox"/> Walking <input type="checkbox"/> Board owned vehicle <input type="checkbox"/> Public transportation <input type="checkbox"/> Charter bus <input type="checkbox"/> 15 Passenger van <input type="checkbox"/> Multifunction activity bus <input type="checkbox"/> Rental van <input type="checkbox"/> By service provider <input type="checkbox"/> Transport not provided (participants responsible for own) <input type="checkbox"/> Other (specify):	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> DRIVER <input type="checkbox"/> Professional driver <input type="checkbox"/> Volunteer driver (staff or another supervisor) <input type="checkbox"/> Volunteer driver (student) <input type="checkbox"/> Other (specify): EQUAL ACCESS FOR ALL STUDENTS: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See attached </div> <div style="width: 50%;"> ESTIMATED COST OF TRIP: SOURCES OF FUNDING (i.e., cost / student, other sources): ALTERNATIVE ACTIVITY FOR NON-PARTICIPANTS: <input type="checkbox"/> Yes <input type="checkbox"/> No Details: TRIP CONTINGENCY PLAN (attach details if not enough space): </div> </div>

EDUCATIONAL VALUE	
Goals and / or Student Learning Outcomes: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 25%;"><input type="checkbox"/> Environmental Sustainability</div> <div style="width: 25%;"><input type="checkbox"/> Indigenous Education</div> <div style="width: 25%;"><input type="checkbox"/> Curriculum</div> <div style="width: 25%;"><input type="checkbox"/> Physical Education</div> <div style="width: 25%;"><input type="checkbox"/> Literacy</div> <div style="width: 25%;"><input type="checkbox"/> Numeracy</div> <div style="width: 25%;"><input type="checkbox"/> Community Connections</div> <div style="width: 25%;"><input type="checkbox"/> Arts & Culture</div> <div style="width: 25%;"><input type="checkbox"/> Other:</div> </div>	

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SAFETY GUIDELINES

I am familiar with relevant, district Administrative Procedures and Board Policies: ☐ Yes ☐ No
 Administrative Procedures (i.e., APs 260-XX): <https://www.comoxvalleyschools.ca/administrative-procedures/>
 Board Policies: <https://www.comoxvalleyschools.ca/board-policies/>

BRIEFLY DESCRIBE THE TRIP PLAN: (e.g., times, location, activity.) Add as an attachment if needed.

EMERGENCY PLAN

First Aid kit(s) carried (stocked and accessible) : ☐ Yes ☐ No
 Communication device: ☐ Yes ☐ No

VOLUNTEER PLAN

Volunteer screening processes (check all that apply):
☐ Criminal Record Check ☐ Volunteer Code of Conduct Form ☐ Suitability for activity ☐ Physical / health suitability ☐ Relevant experience

SCHOOL ADMINISTRATOR ONLY BOX

Criteria for success of off-site experience: ☐ Met ☐ Not Met
 Reviewed Normal risk activity checklist? ☐ Yes ☐ No
 Process to determine success:

TRIP APPROVAL

Name of Lead Teacher:	Date	Signature
Name of School Administrator:	Date	Signature