



OUTDOOR WILDERNESS/CULTURAL ACTIVITIES APPROVAL FORM

Please note the following when completing the attached approval form:

- The attached form is to be used for requesting approval for outdoor wilderness/cultural activities. Due to the complexity of these activities and potential for risk, this form must be completed by the teacher/staff person in charge, reviewed and approved by the Principal and school committee, submitted to the Area Superintendent and forwarded to the Board of Trustees at least six weeks in advance of the date of the planned activities. If an activity is planned for September and October, and the approval request cannot be submitted to the Board prior to the activity taking place, the request may be submitted to the Chief Superintendent for approval. The Board of Trustees has authorized the Chief Superintendent to approve activities in these circumstances provided all planning procedures are followed and all other approvals are in order.
- Please review the policy, regulations and the Outdoor Wilderness/Cultural Activities Planning Guide prior to completing this form.
- Please ensure that all information requested of the form is provided. Insufficient information will result in approvals being withheld and possible delays or cancellations.
- Information on the form, including the itinerary, must be shared with students, parents/guardians and staff members prior to the activity being undertaken.

SUMMARY

School _____

Destination _____

Dates _____

Approvals:

Principal _____ Date _____
(Signature)

School Committee _____ Date _____
(Signature)

Area Superintendent _____ Date _____
(Signature)

Board of Trustees (if required) _____ (Board Motion/Date)

GENERAL INFORMATION

Please provide the following general information:

School _____

Brief description of trip _____

Destination _____

Dates _____

1. Who is applying for approval?

Name _____ Signature _____

Position _____

2. What are the educational benefits of this activity?

Trips must have an educational value and be related in an identifiable way to student outcomes, curricula, approved school programs, or culturally-based activities.

What is the overall rationale for the trip?

What are the outcomes for students?

What is the relevance to the curricula or school program or culture of the students?

What educational activities will take place prior to and after the activity?

3. What students will be participating?

Details regarding participating students must be provided to ensure activities are appropriate to the ages, grades and gender of students.

What criteria was used for the selection of students?

How many students will be participating? _____

Number of male students _____ Number of female students _____

What are the grades (course/group) of the students? _____

Additional information, if any _____

4. Who will be providing supervision?

Please list the supervisors and chaperones and indicate if they are teachers/administrators, support staff, parents, other community members and community resource people.

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

How many chaperones are male? _____ How many chaperones are female? _____

What is the supervisor/student ratio? _____

Has a code of conduct been established? Yes _____ No _____

How were the **Guidelines for Chaperones** provided to and reviewed with all chaperones?

How was the code of conduct explained to students and parents? _____

Additional information (if any) _____

5. What accommodation will be used for overnight stays?

The type of accommodation and related supervision must be planned carefully in order to ensure student safety and limit chaperone liability. Accommodation for students and chaperones must be safe and as clean and comfortable as the activity allows. The ratio of chaperones to students must be sufficient to properly supervise the age group in the accommodation facility. Overnight mixed gender trips require a minimum of one male and one female chaperone.

Please provide details on the accommodation.

6. What safety precautions have been taken?

The Division and its employees have the primary and legal responsibility for ensuring the safety of students. This responsibility cannot be delegated to another party. Schools must anticipate potential risk and take the necessary steps to address such risks. Ensuring the safety of students includes being aware of and being prepared to deal with any medical concerns or conditions.

What safety training has been provided for chaperones?

Please list the chaperones and their training/credentials.

Name	Training
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list the community resource people and their training/credentials.

Name	Training

Have students received safety training/preparation? Yes _____ No _____
(Please note that the activity will not be approved if students have not received safety training/preparation.)

If yes, describe the training/preparation _____

Are first aid supplies available? If not, why not? _____

Are there any existing medical conditions/alerts? If yes, how are they being addressed?

Are the supervisors prepared to handle any medical concerns?

Will there be any high-risk activities involving students? Yes _____ No _____

If yes, describe the activities.

Will firearms be on site/used during any activities? Yes _____ No _____

If yes, describe why the firearms are present and their role in the activity.

Who is the adult responsible for firearm safety and use?

Name _____ Position _____

What conditions are in place for firearm and ammunition storage? _____

What type of emergency communication system will be available during the activity? _____

7. What is the itinerary for the activity?

Clear and full details about the entire activity are essential and must be provided in advance to the approving authorities and to parents.

What is the departure date, time and location? _____

What is the daily schedule for the duration of the activity? _____

What is the return date, time and location? _____

Additional information, if any _____

8. What is the budget for the activity?

Outdoor wilderness and cultural activities may be costly. The school must plan effectively to address these costs. Students and families should bear minimal, if any, costs related to the activity. Detailed financial information is essential in the early planning of an activity and this information must be shared with parents, students and the school committee.

What is the total cost of the trip? _____

Please provide budget details including all travel, meal, accommodation and event costs.

What are the sources of funds?

What fundraising activities have been conducted and are being planned?

9. What means of transportation is being used?

There is a potential increased risk level for travel related to outdoor wilderness and cultural activities. Details regarding the means of travel are required to ensure the safety of all participants..

What means of transportation is being used? (E.g. Division bus, train, private vehicles, canoe/motor boat, snowmobile.)

Have the risk factors related to the means of transportation been considered and prepared for?

Are all the legal requirements in place? (E.g. Vehicle and driver licensing.)

10. Is a substitute teacher required?

Yes _____ No _____

If yes, how many days is the substitute required? _____

What are the dates? _____

11. Has information on the activity been provided to parents?

Detailed information about the trip must be provided to parents prior to consent being requested.

What information has been provided to parents?

How was this information provided?

12. Has parental consent been received?

The consent of a parent/guardian is a requirement in order for a student to participate in the activity.

Has the "Off-Site Activity(ies) Consent of a Parent/Guardian and Acknowledgement of Risk form (Exhibit F.1.K-EX3-C4) been completed for each student?

Yes_____ No_____

Has the appropriate medical information been provided on the approved form? (Exhibit F.1.K-EX3-C5)

Yes_____ No_____

Adopted September 1, 2009		
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