

**SCHOOL DISTRICT #83 (NORTH OKANAGAN-SHUSWAP)**

**FIELD TRIP INFORMATION FORM**  
(To be completed by Teacher/Sponsor)

1. To be completed for activities as referred to in *Field Trip Regulation & Handbook*.

2. Check appropriate notice and approval requirements:

- ☐ **By principal – day trip – 1 week notice**
- ☐ **By superintendent or designate – overnight within the province – 2 weeks notice**
- ☐ **By Board – overnight out of province, in North America – 2 months notice to Superintendent**
- ☐ **By board – out of North America – 6 months notice to Superintendent**

**Departure date of trip:**

\_\_\_\_\_  
dd / mo / year

**Return date of trip:**

\_\_\_\_\_  
dd / mo / year

SCHOOL: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

ORGANIZING TEACHERS: \_\_\_\_\_

**IDENTIFY GROUP OR CLASS OF STUDENTS:** \_\_\_\_\_

GRADE (s): \_\_\_\_\_

TOTAL NUMBER OF STUDENTS: \_\_\_\_\_

TOTAL NUMBER OF SUPERVISORS: \_\_\_\_\_

CURRICULUM PURPOSE: \_\_\_\_\_

ACTIVITIES: \_\_\_\_\_

For a co-educational overnight field trip and both male and female supervisors

will accompany the students on this field trip:

☐ Yes

**SUPERVISOR(s):**

Teacher(s): \_\_\_\_\_

Parent(s): \_\_\_\_\_

**TRANSPORTATION:**

☐ School Bus

☐ Private Vehicle

Other (eg: foot or bike): \_\_\_\_\_

ACCOMMODATION: \_\_\_\_\_

Funding Source: \_\_\_\_\_

☐ or see attached

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent  
/ Designate: \_\_\_\_\_

Date: \_\_\_\_\_