



**REQUEST FOR PRINCIPAL/SUPERINTENDENT AND/OR DIRECTOR APPROVAL  
OVERNIGHT TRIPS AND/OR EXTENDED EXCURSIONS**

*Please complete and submit to the Principal at least TWO (2) MONTHS (Within Canada), THREE (3) MONTHS (Out of Canada) prior to the date of the proposed excursion and January 30th OF THE PREVIOUS SCHOOL YEAR (Extended Excursions). One copy will be returned to the teacher and another retained by the principal as well as the Superintendent.*

**Please indicate excursion type:**

- Overnight in province – requires Principal and Superintendent signatures
- Overnight out of province – requires Principal, Superintendent and Director signatures
- Extended Excursions (more than 7 days –requires Principal, Superintendent, and Director signatures

**School:** \_\_\_\_\_

**Staff Organizer(s):** \_\_\_\_\_

**Grade(s) Involved:** \_\_\_\_\_ **Total No. of Students:** \_\_\_\_\_

**Proposed Dates:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone (+ area code):** \_\_\_\_\_

**Student/Supervisor Ratio:** \_\_\_\_\_

**Purpose of Excursion:** \_\_\_\_\_

**Pre-Excursion Activities:** \_\_\_\_\_

**Follow-up Activities:** \_\_\_\_\_

**FORM OF TRANSPORTATION:** \_\_\_\_\_

**Coordinating Travel Company:** \_\_\_\_\_

**Name of Transportation Co.:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Departure from School:** Date \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

**Return to School:** Date \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

***\*EXCURSION COST AND ANALYSIS Form Must be Attached\****

**TOTAL COST:** \_\_\_\_\_ **Cost for Student:** \_\_\_\_\_

**Proposed Detailed Itinerary Attached:** Yes \_\_\_\_\_ No \_\_\_\_\_

**APPROVALS:**

**Staff Organizer (Print Name):** \_\_\_\_\_

**Staff Organizer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DIRECTOR APPROVAL:**

For out of province, country, or extended excursions (7 or more days)

**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_