

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD

EXTENDED EXCURSION APPROVAL FORM

NOTE: A detailed outline of this trip, including an itinerary, objectives, information about accommodation, routing, and any other information has been supplied to the parents and students.

PART I: is to be completed by the teacher responsible for the trip.

1. **Type of Out-of-School Experience** (check one)

Local Extended Excursion _____ Extended Excursion _____

2. **Description of Trip**

2.1 Purpose of the trip (curricular relevance) _____

2.2 Destination _____

2.3 Departure Date _____ Return Date _____

2.4 Number of Student Participants _____ Grade(s) _____

2.5 Number of Supervisors (Ensure ratio 1:15)

2.5.1 Staff _____

2.5.2 Other _____ Specify who _____

3. **Estimated Expenditures** (indicate N/A if not applicable)

3.1 Travel \$ _____

3.2 Meals \$ _____

3.3 Accommodation \$ _____

3.4 Supply Teacher Costs \$ _____

3.5 Additional (specify) \$ _____

_____ \$ _____

_____ \$ _____

3.6 Total Expenditures \$ _____

4. **Funding Arrangements** (indicate N/A if not applicable)

4.1 Ontario Young Traveler's Sponsorship

4.1.1 Date of Request _____

4.1.2 Amount Requested \$ _____

4.1.3 Amount Approved \$ _____

4.1.4 Date of Approval _____

4.2 Other Agency Sponsorship

4.2.1 Name of Agency _____

4.2.2 Date of Request _____

4.2.3 Amount Requested \$ _____

4.2.4 Amount Approved \$ _____

4.2.5 Date of Approval _____

4.3 Direct Charge to Students:

4.3.1 \$ _____ X _____ = \$ _____

4.4 Fund Raising

4.4.1 Methods:

4.4.2 Amount Raised by Fund Raising: \$ _____

4.5 Board Subsidy – Amount Requested \$ _____

4.6 **TOTAL FUNDING:** \$ _____

5. **Types of transportation to be used throughout the trip:**

6. **Types of Accommodation throughout the duration of the trip:**

7. **Specify any safety requirements to be considered.** (Use additional pages if necessary.)

8. **Other Considerations:**

Principal Approval _____
(signature) Date

Director Approval _____
(signature) Date

NOTE: Applications should be directed to the supervisory officer:
1. a minimum of thirty (30) days prior to departure, or
2. by December 31st of the year prior to the extended excursion where Board financial assistance is required.