

Limestone District School Board

International Field Trip Checklist - Form AP 260-D

Please note:

- ☐ Must be completed
- ★ Recommended for completion

18-12 months prior to date of field trip:

- ☐ designate trip leader
- ☐ determine curriculum expectations
- ☐ establish destination and dates
- ☐ **meet with principal to discuss the trip and get support to proceed with planning**
- ☐ **complete form 260 A**
 - include the following:**
 - *nature and purpose of trip
 - *anticipated costs
 - *extent of field trip
 - *parent/guardian permission form/letter and International Inherent risk form AP 260-B (*note to committee: change form-remove Board letterhead, rename (inherent risk and permission for International Field trips) and cue for inserting activities*)
 - *plan for acquisition of qualifications, if required
 - *at least one trip supervisor with Standard First Aid
 - *if water activities - at least one supervisor/instructor with NLGC (National Life Guard Certification)
 - *relevant OSBIE high risk activities directions with Health & Safety Co-ordinator
 - *number of supervisors required based on LDSB (and student tour company, if using) requirements (see AP 260 7.3.0 and 7.4.0)
 - *the amount of occasional coverage required based on dates of trip (see AP 260 7.4.1) and plan for funding

gender of supervisors= gender of students

supervision ratio 1:15 - 1 supervisor to 15 students

occasional teacher cost - Board will cover the cost for the first day

subsequent days - cost of occasional teachers incorporated into budget of trip to be reimbursed to Board using Form 260A

Please note: student tour companies have a different supervision ratio (eg. 1:6 or 1:7) that you will need to adhere to if using the company. If you are using a travel agency to make arrangement, you may want to use a similar ratio. In either case, you will need to plan for covering the cost of supervisors based on AP 260.

- ☐ **permission form/letter home**

include the following:

- ☐ purpose of the trip, dates, destination, trip lead supervisor and other trip supervisors' names, cost, who to contact at the school for further information
- ☐ all permission forms must include the following statement
 - ☐ *The school should be aware of special health conditions which might affect the progress or welfare of the student while on this activity. Please specify this information below, with comments or recommendations.*
- ☐ inherent risk (if present) noted on permission form (swimming, skiing, bicycling, horseback riding, canoeing, climbing)
- ☐ signed permission forms (parent/guardian for students under 18 years of age)
- ☐ By students if 18 years of age or older
- ☐ principal's approval on Field trip form 260 A (*first page for final draft*)
- ☐ supervisor/superintendent's approval(*first page for final draft*)
- ☐ submit for inclusion in school year planning calendar for year of trip

Other Recommendations:

- ★ publicity and recruitment (generate excitement!) as soon as you have received approval
- ★ hold introductory student meeting
- ★ distribute student application forms
- ★ plan introductory parent/guardian meeting
- ★ research travel document (passport/visa) requirements, custody(there may be a requirement for supervisors to prove they have parental permission for traveling with the students) and vaccination/inoculation for country(ies) of destination,

12 to 6 months prior to the start of the trip

- ☐ verify participant list
- ☐ collect permission forms (medical, inherent risk)
- ☐ apply for required travel documents
- ☐ establish payment due dates
- ☐ Fund raising
 - ★ meet to determine interest
 - ★ discuss options
 - ★ determine how fund raised money will be distributed and communicate clearly
 - ★ determine how you will keep track of funds
 - ★ deposit in non-board account under trip name(see AP 507)
 - ★ issue receipts for all funds raised/collected
 - ★ continue to generate interest and enthusiasm for trip
- ☐ communicate itinerary
- ☐ hold regular (monthly) meetings for participants
- ☐ hold regular meetings for parents

6 months to just prior to trip

- ☐ arrange group travel to/from airport (discourage individual travel)
- ☐ verify travel details for each participant
 - ★ departure/arrival times
 - ★ transportation to/from airport
 - ★ full itinerary for parents and participants
 - ★ include all hotels and phone numbers
 - ★ contact number for travel guide (if using a tour company)
 - ★ confirm account balances for both fund raising and participant costs
 - ★ confirm out-of-country health insurance (if using a tour company-there may be a package that includes health, baggage, cancellation insurance)
- ☐ confirm list of special dietary requirements
- ☐ confirm list of health issues/medications
- ☐ trip leader should make copies (for school and trip leader) of passports, and permission form with
- ☐ end fund raising
- ☐ pay final deposits for the trip

Just Prior to the start of the trip:

- ☐ first aid kit to be taken on all field trips (unless provided by tour company)
- ☐ review relevant administrative procedures and codes of conduct which apply for duration of field trip
- ☐ emergency communication system in place
 - ☐ participant phone tree including a school contact eg. Principal
 - ☐ photocopies of travel documents
 - ☐ participant information collected (copy permission form)
 - ☐ parent/guardian name, address and phone number
 - ☐ doctor's name, address and phone number
 - ☐ special health information, including health card number/

(all information collected in accordance with Freedom of Information and Protection and Privacy legislation)

- ☐ final confirmation of flight and travel arrangements
- ☐ meet with students and parents two or three days before departure to communicate expectations for:
 - ★ behaviour
 - ★ culture/customs
 - ★ legal concerns
- ☐ copy all airline tickets

Trip

Recommendations for facilitating a smooth trip

- ★ group check-ins at the airport
- ★ check regularly for travel documents after use (example - make sure all passports/visas are in students' possession)
- ★ assign each supervisor with a small group of students to facilitate room checks, roll call, document checks etc.
- ★ mark each piece of luggage with a visual marker that denotes the group eg. .ribbons in school colours
- ★ pack thank you cards for tour director