



FIELD TRIP PROCEDURES AND FORMS Quick Reference Sheet

Kindergarten to Grade 4 students are restricted to day trips, unless circumstances are exceptional and the Board grants approval. Grade 5-8 middle years students are restricted to provincial trips unless circumstances are exceptional and the Board grants approval. Grade 9 to 12 trips are unrestricted.

DAY TRIPS

Day trips occur during the school day. They include activities such as visits to museums, displays, etc.

Approval granted from the School Principal. Principal to determine application deadline.
Documentation to stay at the school. Students on Field Trips may only attend if they are members of a sponsoring school.

Recommended ratio: K-8 students 1:10; Grade 9-12 students 1:15

These forms need to be kept on file at the school and should be completed and approved prior to the trip taking place: [Day Field Trip Procedures](#); [Day Field Trip Forms](#) and [Volunteer Forms](#) (if required).

Volunteer forms only need to be submitted if there is an adult assisting on the trip that does not have a child in the class.

HIGHER CARE DAY FIELD TRIPS

Higher Care Day Field Trips include higher risk activities such as outdoor activities (skiing, canoeing, hiking, swimming, sporting activities)

Approval granted from the School Principal. Principal to check forms for completeness and accuracy. Principal to determine application deadline. A **copy** of the Higher Care Detailed Field Trip Plan and the Higher Care/Extended Field Trip Proposal forms **must be submitted to the Superintendent for divisional records.**

Recommended ratio: Grade 5-8 students 1:10, Grade 9-12 students 1:15

These forms need to be kept on file at the school and should be completed and approved prior to the trip taking place: [Higher Care Field Trip Procedures](#); [Higher Care and Extended Care Field Trip Forms](#); and [Volunteer Forms](#) (if required).

Volunteer forms only need to be submitted if there is an adult assisting on the trip that does not have a child in the class. Volunteer Driver forms need to be completed by ANYONE using their private vehicle during a trip, regardless if they are transporting students or not. The division assumes the trip does not warrant these documents if they have not been completed.

EXTENDED CARE FIELD TRIPS

Extended Care Field Trips consist of at least one overnight stay. They may occur locally, provincially, nationally or internationally. Given the fact they extend overnight, they require higher care.

Extended trips (locally, provincially, nationally) must be approved by the superintendent or designate prior to the trip taking place. Principal to check forms for completeness and accuracy. If traveling outside of Manitoba 3 months notice is required. If traveling overnight within Manitoba 6 weeks notice is required.

Extended trips (internationally) must be approved by the Board of Trustees prior to the trip taking place. Principal to check forms for completeness and accuracy. International travel requests require 5 months notice (no later than October 15).

Recommended ratio: Grade 5-8 students 1:10, Grade 9-12 students 1:15

These forms must be completed and approved prior to the trip taking place: [Extended Field Trip Procedures](#); [Higher Care and Extended Care Field Trip Forms](#); and [Volunteer Forms](#) (if required).

Volunteer forms only need to be submitted if there is an adult assisting on the trip that does not have a child in the class. Volunteer Driver forms need to be completed by ANYONE using their private vehicle during a trip, regardless if they are transporting students or not. The division assumes the trip does not warrant these documents if they have not been completed.

SPORTS EVENTS *(fall under either Higher Care or Extended Care Field Trips)*

Please note that transportation for all school team sports events may not be organized through the school, and it is the responsibility of parents/guardians to make these arrangements. A [Parental Permission form for Annual Sporting Events](#) may be signed but must be accompanied with the season schedule for all sporting events that the child may be participating in.

SUPERINTENDENT CONDITIONAL APPROVAL

For situations when not all details of the trip are known, but the school needs Superintendent approval to register for an event or trip, a school can request "Superintendent Conditional Approval". By providing the following details, the teacher and principal are agreeing to provide all relevant field trip forms 2 weeks prior of the trip taking place. Schools can then proceed with booking and prep work. [Conditional Approval Form](#)