

OFF-SITE EXPERIENTIAL LEARNING TRIP OUT OF TERRITORY CHECKLIST & AUTHORIZATION APPENDIX / FORM #1

School	Staff Member in Charge	
Today's Date (YYYY/MM/DD)	Trip Name	
Trip Date (YYYY/MM/DD)	To	Grade(s)

AUTHORIZATION

Educators should not discuss plans with students/parents or prepare the trip application until they have verbal approval from their principal.

APPLICATION PACKAGE

In the tables below you will see which **forms from the policy appendices** you need to complete and submit to your school administration. If you have questions regarding the application process please contact your administrator or the Off-Site Review Committee Chair at the Yukon Education (867)667-5607.

OUT OF TERRITORY

After your principal has reviewed the application submit to school council and your superintendent at least 4 weeks prior to the trip date.

DONE	N/A	FORMS & REQUIRED DOCUMENTS
<input type="checkbox"/>		Appendix/Form #3 Out of Territory Trip Consent
<input type="checkbox"/>		Appendix/Form #4 Risk analysis
<input type="checkbox"/>		Appendix/Form #5 Medical - signed and completed by a Parent/Guardian
<input type="checkbox"/>		Appendix/Form #6 Contingency Plan
<input type="checkbox"/>	<input type="checkbox"/>	Appendix/Form #7 Volunteer
<input type="checkbox"/>	<input type="checkbox"/>	Appendix/Form #8 Use of Private Vehicles
<input type="checkbox"/>	<input type="checkbox"/>	Appendix/Form #9 Billeting Roles and Responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	Appendix/Form #10 Firearms Safety Standards
<input type="checkbox"/>	<input type="checkbox"/>	Appendix/Form #26 Initial Out-of-Territory Trip Authorization
<input type="checkbox"/>		Detailed Trip Itinerary Attached
<input type="checkbox"/>		Equipment List
<input type="checkbox"/>		Participating Student List
<input type="checkbox"/>	<input type="checkbox"/>	Camping? Canoeing? Kayaking? Hiking? Cycling? Cooking? Skiing & Snowboarding? Please review each appendix relevant to your trip and attach to your application
<input type="checkbox"/>	<input type="checkbox"/>	First Aid and other certifications required? See Off-Site Trip Policy, attach copies
<input type="checkbox"/>	<input type="checkbox"/>	(Complete if out of Territory) Students should have travel/medical insurance
<input type="checkbox"/>	<input type="checkbox"/>	(Complete if out of Territory) Application for extended coverage outside of Canada for staff members. WCB Form.

Names of other teachers, participating employees and volunteers	
Male/Female chaperone (required for overnight) <input type="checkbox"/> Yes <input type="checkbox"/> Not required	
<input type="checkbox"/>	I have printed off and packed blank Incident/Hazard Report Appendix/Forms #12 (all trip types) and blank Daily Trip Log Appendix/ Forms #11 (only multi-day wilderness trips).

TRAVEL AUTHORIZATION AND CLAIM

UNDER THE AUTHORITY OF THE TRAVEL DIRECTIVE AND THE SIGNING AUTHORITIES POLICY.	
TRIP/TRAVEL AUTHORIZATION	
Principal Signature (All trips)	Date (YYYY/MM/DD)
School Council (Discretionary)	Date (YYYY/MM/DD)
Superintendent (Complex trips)	Date (YYYY/MM/DD)
Assistant Deputy Minister (Out of Territory)	Date (YYYY/MM/DD)
Deputy Minister (Out of Territory)	Date (YYYY/MM/DD)

WINTER USE ONLY: FINAL APPROVAL BY PRINCIPAL	
Temperature	Wind Chill
Signature	Date (YYYY/MM/DD)