



Supervisor and Chaperone's Responsibilities (please list responsibilities of each): All principals and teachers in charge need to understand the supervision requirements on the document (make reference).

**Describe how the field trip meets the Common Consistent Curriculum or educational outcomes.**

**Meal Arrangements:** (Be specific – location of meals, etc.)

**Emergency Management:**

- Is there an emergency plan in place for any kind of emergencies? \_\_\_\_\_
- Do you have copies of incident reporting forms? \_\_\_\_\_
- Have you confirmed emergency procedures with OHS? \_\_\_\_\_
- Who is identified as having First Aid for this field trip? \_\_\_\_\_
- Is there a Level 3 First Aid Kit available for this field trip? \_\_\_\_\_

**Transportation: (TO BE COMPLETED AFTER APPROVAL)**

Mode of Transportation: \_\_\_\_\_

Transportation Request Submitted to KTCEA Transportation: YES or NO

Driver Name(s): \_\_\_\_\_ Number of Busses: \_\_\_\_\_

Route (Be specific i.e. Highway 986 to Peace River, Highway 2 to Grande Prairie)

**Accommodation (if any) (TO BE COMPLETED AFTER APPROVAL)**

*Be specific with details – if more than one accommodation is required please include all details.*

Accommodation Name: \_\_\_\_\_

Accommodation Address/ Phone # \_\_\_\_\_

Date Accommodation \_\_\_\_\_

Check in times: \_\_\_\_\_

Rooming list (include on separate sheet if necessary)



**BUDGET - be specific with closely accurate figures:**

**REVENUE** *(i.e. donations, fundraising, etc.)*

Source of Revenue:

\$

Source of Revenue:

\$

Source of Revenue:

\$

**TOTAL REVENUE**

\$

**EXPENSES:** *(Include meals, accommodation, transportation, activities costs, etc. All costs of the field trip)*

\$

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**TOTAL EXPENSES**

\$

**OTHER NOTES REGARDING BUDGET:**

**Reminders:**

Once the Field Trip Is Approved, You Need To:

- Notify Transportation Manager of final approval (if requiring transportation)
- Notify Foods Manager/Cooks of lunch plans or needs (if required during a local trip i.e. Cancelling lunch for number of students, or needing bagged lunches on certain days, etc.)
- Notify and prearrange the meals off site when using off site services (i.e. Ordering pizza, pre-book reservations at a restaurant, etc.)
- Notify and prearrange accommodation off site and provide the details including rooming arrangements to the Deputy Superintendent's office for filing with the Field trip request.
- Ensure that a copy of the accident management and incident reporting forms are on hand in the case of emergency.
- Have an emergency contingency plan in place for any types of emergencies.
- Ensure the Consent form has Trip Information: Purposes, Dates, Times, Destinations, Lunch, Arrangements  
*No Student Can Leave School Premises For A Field Trip Unless Written Parent Permission Has Been Obtained.*

Additionally, any chaperone must be adhere to the Kee Tas Kee Now Tribal Council Education Authority Code of Ethics & Standards.

**Chaperone Signature Sheet**

Chaperone Name	Staff	Non-Staff	Signature	Contact #
	✓	✓		

The above signature is verification that I am aware of my responsibilities as a chaperone and my understanding of the roles, responsibilities, and obligations to adhere to KTCEA policies and uphold the Code of Ethics.

RECOMMENDED – NOT RECOMMENDED

APPROVED – NOT APPROVED

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
DEPUTY SUPERINTENDENT (or delegated authority)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date