

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
REQUEST FOR DAY AND EXTENDED DAY FIELD TRIP**

This form applies to any field trip that occurs within the hours of classes of a school or which extends beyond regular school hours, but does not include an overnight stay.

(Education Field Trip Policy 400.2.1)

INSTRUCTIONS ON REVERSE SIDE

REQUESTED BY ORGANIZING TEACHER	SCHOOL	DATE
TYPE OF TRIP <input type="checkbox"/> Day Trip <input type="checkbox"/> Extended Day Trip		

TRIP DETAILS

DATE OF TRIP	NUMBER OF PUPILS AND GRADES(S)	PICK UP TIME AT SCHOOL
DESTINATION OF TRIP	RETURN TIME PICK UP	TIME BUS REQUIRED BACK AT SCHOOL
ADDRESS _____	TOTAL # PASSENGERS	TOTAL # BUSES
		DURATION OF TRIP

SUPERVISING STAFF NAME	TYPE OF COVERAGE ARRANGED	CHAPERONES (OTHER) NAME

LEARNING OUTCOMES OF TRIP

FOLLOW UP ACTIVITIES

DESCRIPTION OF FOLLOW UP ACTIVITIES (Where applicable)

SPECIAL REQUESTS

(Pertaining only to field trips involving exceptional students or students with special needs)

COSTS

COST PER BUS

ADDITIONAL COSTS

TOTAL COST TO PUPIL

APPROVAL

SIGNATURE OF PRINCIPAL

DATE

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INSTRUCTIONS

All trips are to be approved by the Principal prior to any announcement or confirmation of plans.

Please note the following:

1. All trips should be booked at least two weeks in advance.
2. Teachers should make every effort to ascertain the cost prior to the trip.