



**OUT-OF-SCHOOL PROGRAM
APPROVAL IN PRINCIPLE FORM**

**RIVER EAST TRANSCONA SCHOOL DIVISION
OUT-OF-SCHOOL PROGRAM APPROVAL IN PRINCIPLE**

**Instructions for Planning Out-Of-School Programs
River East Transcona School Division**

1. This form is to be used to make application to the Board of Trustees for Approval in Principle.
2. Complete this form and submit it to the level appropriate Assistant Superintendent two weeks prior to the scheduled board presentation.
3. Follow the approval time-frames as indicated in Regulation IJOA-R (B).

(1) School: _____ Submission Date: _____

(2) Activity/Event: _____

(3) Description of Activity/Event: _____

(4) Destination: _____

(5) Tour Company _____
(if applicable ie: Fehrway, EF, Explorica, etc.)

(6) Rationale/Curricular links: _____

_____ For course credit

(7) Is this trip being planned in conjunction with another school? Yes No

If yes, please indicate school/contact person: _____



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(8) Projected Dates:

Departure:	Day:	Date:	Time:
Return:	Day:	Date:	Time:
Days Absent from school (do not include weekend days):			

(9) Teacher in charge: _____

(10) Projected number of supervisors (provide gender breakdown for overnight trips):

(11) Have any of the supervisors been involved for more than two years in a row?

Yes No If yes, please explain: _____

(12) Projected Number of Students participating:

a) Grade: _____ Number: _____

b) Grade: _____ Number: _____

c) Grade: _____ Number: _____

d) Maximum number of students: _____

e) Projected Teacher/Student ratio: _____

(13) Projected Itinerary:



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(14) Projected Pre-Event Activities (meetings with parents/students, etc.):

(15) Projected Cost Breakdown:

	Projected Cost per student	Total
Travel:		
Accommodations:		
Other:		
Food:		
Admission fees, etc. (specify below):		

Total Projected Cost: _____

Projected cost per student: \$ _____

Signatures:

Teacher In Charge

Principal

Assistant Superintendent

Date

Effective Date: December 16, 2003 Review Date:
 Amended Date: June 1, 2004; January 15,
 2008; Dec/2011; April 17/18
 Board Motion(s): 683/03; 370/04; 8/08; 94/18
 Legal/Cross Reference: IJOA-R – Procedures For Out of
 School Education