

## OFF-SITE EXPERIENTIAL LEARNING TRIP COMPLEX 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.

**Your trip is considered *Complex* if it includes any of the following:**

- a) The trip is overnight
- b) Students are canoeing, kayaking or engaging in any other activity that takes place on water
- c) Students are off the main highway and beyond one hour from medical attention
- d) Temperatures may drop below -30 degrees Celsius
- e) A risk assessment identifies significant hazards that need to be managed with mitigation strategies

**COMPLEX**

After your principal has reviewed the application, submit to school council and superintendent at least 2 weeks prior to the trip date.

DONE	N/A	FORMS & REQUIRED DOCUMENTS
<input type="checkbox"/>		Appendix/Form #3 Complex 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 Registration Form
<input type="checkbox"/>	<input type="checkbox"/>	Appendix/Form #8 Use of Private Vehicles for Transporting Students
<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"/>		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 attached to your application
<input type="checkbox"/>		First Aid and other certifications required? See Off-Site Experiential Learning Policy, attach copies of certifications.

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**

<b>UNDER THE AUTHORITY OF THE TRAVEL DIRECTIVE AND THE SIGNING AUTHORITIES POLICY.</b>	
<b>TRIP/TRAVEL AUTHORIZATION</b>	
Principal Signature (All trips)	Date (YYYY/MM/DD)
School Council (Discretionary)	Date (YYYY/MM/DD)
Superintendent (Complex trips)	Date (YYYY/MM/DD)

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