



OFF-SITE EXPERIENTIAL LEARNING TRIP SIMPLE 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.

SIMPLE

Submit to school principal at least 1 week prior to the trip date.

DONE	N/A	FORMS & REQUIRED DOCUMENTS
<input type="checkbox"/>		Appendix/Form #2 Simple Trip Consent
<input type="checkbox"/>	<input type="checkbox"/>	Appendix/Form #7 Volunteer Registration
<input type="checkbox"/>	<input type="checkbox"/>	Appendix/Form #8 Use of Private Vehicle
<input type="checkbox"/>		Participating Student List attached
<input type="checkbox"/>	<input type="checkbox"/>	First Aid and/or other certifications required? See Off-Site Policy and attach copies

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)
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WINTER USE ONLY: FINAL APPROVAL BY PRINCIPAL

Temperature	Wind Chill
Signature	Date (YYYY/MM/DD)