



Out of Province Within Canada or Continental USA Trip Request for Final Approval

Final Superintendent/CEO approval is required at least two (2) months prior to the commencement of the trip.

School: _____

Request made by: _____

Attached to this request will be a report indicating the following:

- Destination/itinerary, date of departure and date of return.
- Particular course, school sport or arts group this trip is associated with.
- Financial information – A detailed report indicating the cost of the trip per student, broken down to show the various expense areas. It should be noted how the funds were procured.
- Supervision – All supervisors should be staff at the organizing school(s). Any exceptions will require Board approval. Gender appropriate supervision is required.
- Student/supervisor ratio.
- Name of travel agency (if applicable).
- Insurances – All students must have the extended health benefits, travel insurance and cancellation insurance purchased through the MSBA Student Travel program.
- A list of students involved in the trip.
- Date of parent/guardian information night.
- Copies of signed Parental Consent Forms.

Signature of Principal

Date

Superintendent/CEO: Approved

Not Approved

Superintendent/CEO Signature: _____