



Form 405A - FIELD TRIP APPLICATION FORM

Teacher Responsible: _____

Grade/Class: _____	Total # of Students: _____
Destination: _____	
Departure Date: _____	Departure Time: _____
Return Date: _____	Return Time: _____
Trip Category (see back of form): _____	No. of teachers /supervisors: _____
Roles of supervisors: _____	
Amount of Money to be collected: _____	
First aid person: <input type="checkbox"/> teacher <input type="checkbox"/> chaperone (name) _____ <input type="checkbox"/> personnel at destination	
Medical Response Plan Reviewed by trip supervisor <input type="checkbox"/> Yes	

Purpose of trip: _____

Description of activities/itinerary (attach separate sheet if necessary): _____

Inherent Risks of Participating: _____

Transportation

- School Bus City Transit Commercial Carrier Rented Vehicle
- Foot Private Vehicle

Driver

- Contract Driver Authorized Adult Commercial Driver Teacher

Principal Approval: _____ Date: _____

<p>If booking a bus, please make a copy of the form and provide it to the appropriate person.</p> <p>BUS REQUEST:</p> <p>Time for bus to be at school: _____ Pick up time at destination: _____</p>
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FIELD TRIP APPLICATION FORM – Activity Classification

Category 1 Activities:

These are activities for which the annual Field Trip Parental Permission form is adequate – **but which must still be approved via a standard Field Trip Application Form. Also, it is still expected that parents will receive advance notice of the activity.**

Category 1 activities have the following characteristics:

- are one day or less in duration
- take place within the Central Okanagan region (generally within one hour of Kelowna)
- do not involve activities described as restricted or prohibited below

EXAMPLES: Parks, farms, museums, concerts, plays, sporting events, water slides, indoor climbing, City Hall, swimming in supervised pools with certified lifeguards such as Parkinson Recreation Centre pool.

Category 2 Activities:

These are activities for which an individual Field Trip Permission Form (including a specific statement of inherent risk) must be completed, in addition to approval via a standard Field Trip Application Form (a reminder that K.C.S. policy states that overnight trips require access to a person with a current first aid certificate).

Category 2 activities have the following characteristics:

- may be more than one day in duration
- take place within the Province of BC
- may involve activities described or similar to those described in the restricted list below

Category 3 Activities:

These are activities which are reviewed on a case-by-case basis and which typically occur outside of the province of British Columbia. An example would be a Missions trip. All such trips must be approved by a designated administrative officer and at minimum require a parental permission form which includes a declaration of inherent risk.

Examples of Restricted Activities

aerial gymnastics, archery, canoeing, fencing, kayaking, mountain biking, mountain hiking on designated trails, rock climbing at designated facilities, rodeo, scuba diving, skiing, stage fighting and movement, swimming with certified lifeguards present (except as noted in Category one activities above), trail riding, tethered hot air ballooning, watercraft, white water rafting (low risk category)

Examples of Prohibited Activities

bicycle motocross (BMX), boxing or kickboxing, bungee jumping, caving, demolition derbies, extreme sports, hang gliding, horse jumping, hot air balloon rides, ice climbing, mechanical bull riding, motorcycling, motorized water craft operation, mountain scrambling, paintball, activities involving firearms, tobogganing, trampolining, swimming without certified lifeguards