



OFF-SITE EXPERIENTIAL LEARNING TRIP COMPLEX CHECKLIST AND 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:

- The trip is overnight.
- Students are canoeing, kayaking or engaging in any other activity that takes place on water.
- Students are off the main highway and beyond one hour from medical attention.
- Temperatures may drop below -30 degrees Celsius.
- 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 and 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 and Snowboarding? 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) ☐ Yes ☐ Not required

☐ 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

Under the authority of the travel directive and the signing authorities policy.

Trip/Travel authorization

Principal signature (all trips)	Date YYYY/MM/DD
School Council (discretionary)	Date YYYY/MM/DD
Superintendent (complex trips)	Date YYYY/MM/DD

Winter use only: final approval by principal

Temperature	Wind chill
Signature	Date YYYY/MM/DD