



OFF-SITE EXPERIENTIAL LEARNING TRIP SIMPLE 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.

Simple

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

Done	N/A	Forms and 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

Winter use only: final approval by principal

Temperature

Wind chill

Signature

Date

YYYY/MM/DD