



INITIAL OUT-OF-TERRITORY TRIP AUTHORIZATION

APPENDIX / FORM #26

This Initial Out-of-Territory Trip Authorization Form is for **Out-of-Territory trips only**. Its purpose is to inform and gain initial authorization from the Deputy Minister before you start your trip application, fund-raising, announcements to students and parents etc.

School	Staff member in charge
Today's date YYYY/MM/DD	Trip name
Trip dates From: YYYY/MM/DD To: YYYY/MM/DD	Grade(s)
Description of planned activity.	
List of learning outcomes to be achieved.	

Principal's initial authorization	Date YYYY/MM/DD
Superintendent's initial authorization	Date YYYY/MM/DD
Assistant Deputy Ministers initial authorization	Date YYYY/MM/DD
Deputy Minister's initial authorization	Date YYYY/MM/DD