



AP 3-810 – GUIDELINES FOR EXTENDED EXCURSIONS: SUMMARY OF TIMELINES

THREE MONTHS PRIOR TO THE PLANNED DATE OF THE EVENT – PROVINCIAL/NATIONAL TRAVEL

A School wishing to undertake planning for an extended field trip/excursion involving provincial or national travel must complete an Extended Excursion Notice of Intent form (AP 7-617). This form must be forwarded to the Superintendent's Department NOT LESS THAN THREE MONTHS PRIOR TO THE PLANNED DATE OF THE EVENT. Such "Notice of Intent" must be co-signed by the Principal and the supervising teacher. The Superintendent's Department prior to any further planning by the school will review the "Notice of Intent."

FIVE MONTHS PRIOR TO PLANNED DATE OF THE EVENT – INTERNATIONAL TRAVEL

A School wishing to undertake planning for an extended field trip/excursion involving international travel must complete an Extended Excursion - Notice of Intent form (AP 7-617). This form must be forwarded to the Superintendent's Department NOT LESS THAN FIVE MONTHS PRIOR TO THE PLANNED DATE OF THE EVENT, AND NOT LATER THAN OCTOBER 15 OF THE SCHOOL YEAR DURING WHICH THE EVENT WILL OCCUR. Such "Notice of Intent" must be co-signed by the Principal and the supervising teacher. The Superintendent's Department prior to any further planning by the school will review the "Notice of Intent."

EXCEPTIONS TO ABOVE TIMELINES

From time to time, an extended excursion may be permitted without conforming to the administrative procedures contained herein. Generally, such exceptions will be related to:

- a) An invitation which may be extended to a school group, organization, class, or team and which has not been extended within the time frame set forth.
- b) A sponsoring group announcing a program related activity at a date that is too late to allow for three months' notice to be given.

NINETY DAYS FROM COMPLETION OF EXCURSION

A complete statement of revenues and disbursements related to an excursion must be available upon request within ninety days of the completion of the excursion.

Reviewed: August 25, 2008