



AP 7-617 – EXTENDED EXCURSION NOTICE OF INTENT

This Notice of Intent is to be completed and signed by the School Administrator, thus verifying that the requirements of Administrative Procedure 3-800 have been met. The signature of the Superintendent indicates approval of the activity and permission to proceed with planning as per the procedure.

Section A: Notice Of Intent

School: _____ Supervising Teacher: _____
Grades Involved: _____ Dates: _____ # of Students: _____
Excursion Summary/Location: _____
High Risk/Limited Activities: _____

Principal's Signature: _____
Superintendent's Signature: _____
Date: (month/day/year) _____
Date: (month/day/year) _____

Principal's Comments _____
 Proceed with planning
 Detailed plans to be submitted by _____
 Risk Management Plan(s) required by _____

Admin Office Comments: _____

Section B1: Detailed Plans – Activity Planning Considerations

- Learning Objectives of the Planned Activities
- Parent Information/Permission Form
 - Purpose
 - Destination
 - Date/Departure/Return Time
 - Transportation Arrangements
 - Costs
 - Medical Information
 - Insurance Coverage
 - Meal Arrangements
 - Special Clothing/Equipment Needs
 - Informed Consent Agreement
- Supervision and Safety
 - Child Abuse Registry Clearance
 - Student: Adult Ratio:
 - Certified First-Aider (Current)
 - Risk Management Plan
 - Instructor Qualifications

Section B2: Detailed Plans – Proposed Budget

Expenses		Revenue	
Transportation	\$ _____	School-Based Funds	\$ _____
Accommodation	\$ _____	School-Based Contribution	_____
Meals	\$ _____	to Sub Costs	\$ _____
(including meals paid by students)		Division Contribution	\$ _____
Admission Fees	\$ _____	Student/Parent Contribution	\$ _____
Miscellaneous	\$ _____	(Including contribution to meal costs, other fees collected, fundraising money, etc.)	
Substitute Costs	\$ _____	General Funds Contributed by Parent	\$ _____
		Support Organization/Parent Council	\$ _____
		Other Funding Sources	
		(Including Student Council Funds, etc.)	\$ _____
Total Expenses	\$ _____	Total Revenue	\$ _____
Total Cost Per Student	\$ _____		

Reviewed: August 25, 2008