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| Niagara Catholic District School BoardRequest for Co-Curricular Excursions(Reference - Co-Curricular Excursions AOP 400.2.2) |
| This form applies to all Provincial, National or International Co-Curricular Excursions |

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| School:Click or tap here to enter text. | Requested By: Click or tap here to enter text. | Date:Click or tap to enter a date. |

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| Description of Co-Curricular-Based Excursion |
| **Type of Event**[ ]  Provincial (Non OFSAA)[ ]  OFSAA[ ]  National[ ]  International  | **Participation Criteria:**[ ]  Direct Competition (i.e., SOSSA) |
| [ ]  Invited to Attend (attach letter of invitation)[ ]  Qualification: Provide details. |
| Event Name: Click or tap here to enter text. |
| Event Address: Click or tap here to enter text. |
| Departure Date:Click or tap to enter a date. | Departure Time: Enter time | Number of Days: Click or tap here to enter text. |
| Return Date: Click or tap to enter a date. | Return Time: Enter time. | Number of Nights: Click or tap here to enter text. |

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| Co-Curricular Excursions **(Only if contracting a Tour Company)** |
| 1. Attach three (3) proposals from tour or travel company vendors.
2. Identify below the three vendors and quotes.
3. Indicate the Principal approved vendor.
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| Vendor #1 Click or tap here to enter text.Vendor #2 Click or tap here to enter text. Vendor #3 Click or tap here to enter text.  |  $/Student Click or tap here to enter text.  $/Student Click or tap here to enter text.  $/Student Click or tap here to enter text. |
| Principal Approved Vendor # Additional monies not covered by the tour company, amount and explain: Click or tap here to enter text.If not selecting the lowest price vendor, please provide a rationale:Click or tap here to enter text. |

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| Co-Curricular Excursion Expenses **(Not Contracting a Tour Company)**  |
|   **Transportation Required**:1. Attach three (3) proposals from transportation company vendors.
2. Identify below the three vendors and quotes.
3. Indicate the Principal approved vendor.
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| [ ]  Private Vehicle[ ]  Rental[ ]  Bus[ ]  Taxi[ ]  Air/Train [Complete Airline Checklist](https://docushare.ncdsb.com/dsweb/Get/Document-1871130/Airline%2C%20Tour%20Company%2C%20Insurance%20Checklist.pdf) | [Authorization to Transport Students](https://docushare.ncdsb.com/dsweb/ImageStoreViewer/Document-1094577)[Request to Transport Student Consent Form](https://docushare.ncdsb.com/dsweb/Get/Document-1094586/Request%20to%20Transport%20Student.pdf)[Reimbursement of Travel Expenses 2025](https://docushare.ncdsb.com/dsweb/ImageStoreViewer/Document-2170408) (Include map)[Volunteer Driver AOP 302.4](https://docushare.ncdsb.com/dsweb/Get/Document-1981975/302.4%20-%20Volunteer%20Drivers%20AOP.pdf)  |
|  Attach three (3) proposals for transportations |
|  Quote #1 Click or tap here to enter text. Quote #2 Click or tap here to enter text.  Quote #3 Click or tap here to enter text.  |  $/Student Click or tap here to enter text.  $/Student Click or tap here to enter text.  $/Student Click or tap here to enter text. |
|  Principal Approved Vendor #  If not selecting the lowest priced quote, please provide a rational: Click or tap here to enter text. |
|  **Accommodation Required:** [ ]  YES   [ ]  NO1. Attach three (3) proposals from transportation company vendors.
2. Identify below the three vendors and quotes.
3. Indicate the Principal approved vendor.

  Address of Accommodation/Hotel: Click or tap here to enter text. Attach three (3) proposals for accommodation: |
|  Quote #1 Click or tap here to enter text. Quote #2Click or tap here to enter text. Quote #3 Click or tap here to enter text. |  $/Student Click or tap here to enter text. $/Student Click or tap here to enter text. $/Student Click or tap here to enter text. |
|  Principal Approved Vendor #  If not selecting the lowest price quote, please provide a rational: Click or tap here to enter text. |
|  **Total Costs:** Transportation Cost Per Student: Click or tap here to enter text. Accommodation Cost Per Student: Click or tap here to enter text. Additional Costs Per Student Include: Click or tap here to enter text. |
|   Principal: Click or tap here to enter text. |  Signature:  |  |
| Principal signature indicating the fairest price for transportation, accommodation and all other expenditures are in accordance with the Co-Curricular Excursion AOP 400.2.2  |  |

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| Supervision: To be completed by Principal/AdministrationSame Day Event 1:20, Multi-Day Event (Within Canada) 1:15, Events Outside of Canada or Continental USA 1:8 (AOP 400.2.2 Supervision #3) |
| Supervising Staff Name:   | Coverage Code for Easy Connect:  |
| Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item. |
| Name of Principal Approved Chaperone/Volunteer | Confirmation of Vulnerable Sector Background Check Received (Principal/Admin Initials) |
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| Required Approvals |
| **Name** | **Signature** | **Date** |
| Teacher In Charge: Click or tap here to enter text. |  |  |
| Principal:Click or tap here to enter text. |  |  |
| Superintendent Approvals: Only if necessaryAll co-curricular excursions for provincial or national competitions, and OFSSA Festival or Championship regardless of location, requires principal/administrative approval, the Family of Schools’ Superintendent of Education approval, and the Superintendent of Program and Innovation approval prior to the date of the competition (AOP 400.2.2 Approvals #2) |
| Family of Schools Superintendent: |  |  |
| Superintendent of Program and Innovation:  |  |  |

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| The following information must be included at the time of submission, unless otherwise deferred by a Superintendent of Education: |
| [ ]  This Request for Co-Curricular Excursions form completed in full (including supporting documents) [Authorization to Transport Students](https://docushare.ncdsb.com/dsweb/ImageStoreViewer/Document-1094577) [Request to Transport Student Consent Form](https://docushare.ncdsb.com/dsweb/Get/Document-1094586/Request%20to%20Transport%20Student.pdf) [Reimbursement of Travel Expenses 2025](https://docushare.ncdsb.com/dsweb/ImageStoreViewer/Document-2170408) (Include map)[ ]  List of participants including staff, students and chaperones created and copy provided to the school office[ ]  Airline/Tour Company/Insurance checklist completed (if required) [ ]  Confirmation of arrangements, if required for students with special accommodations[ ]  Confirmation that student(s) will attend an appropriate liturgy or appropriate prayer service/religious observance if  the trip occurs on a Day of Obligation[ ]  Confirmation that emergency information is current and up to date at the school[ ]  Confirmation that prior to departure, students are instructed on appropriate behavior and safety procedures and  requirements for a specific trip [ ]  Confirmation that all participating staff/chaperones have reviewed and understand the Board’s Education Field Trip  Policy 400.2.2 and (if applicable) Volunteering in Catholic Schools [AOP 800.9](https://docushare.ncdsb.com/dsweb/Get/Document-1982023/800.9%20-%20Volunteering%20in%20Catholic%20Schools%20AOP.pdf)[ ]  Confirmation that appropriate OPHEA safety Guidelines have been reviewed and that high care activities are  supervised by certified personnel[ ]  Confirmation of valid operator’s license required (i.e., car, boat, etc.)[ ]  Confirmation that parent/guardian permission form and Informed Consent are complete for each participating  student [Permission & Informed Consent (Day and Extended Day Trip)](https://docushare.ncdsb.com/dsweb/Get/Document-2115253/Permission%20%26%20Informed%20Consent%20%28Day%20Trip%29.pdf) [Permission & Informed Consent (Overnight and Extended Overnight Trip)](https://docushare.ncdsb.com/dsweb/Get/Document-2115254/Permission%20%26%20Informed%20Consent%20%28Overnight%20and%20Extended%20Overnight%20Trip%29.pdf)[ ]  Itinerary supplied to school office including name and contact number of supervising teach in-charge[ ]  Confirmed number of supervisors as required by the Board’s Education Field Trip Policy 400.2.2[ ]  Driver-Authorization to Transport Students forms completed by staff or volunteer drivers, if required by the trip and  **confirmation** that staff/volunteer drivers have a minimum of $1 Million in auto insurance, OPCF #44R  endorsement and will not exceed six (8) students in a vehicle unless properly licensed[ ]  Copy of three (3) written proposals which are specific to the trip; and all forms completed in full |