

## **1.0. School Administration**

### **1.A. General**

#### **1.A. OFF-SITE EXCURSIONS AND EDUCATIONAL TOURS – OUT OF PROVINCE/OUT OF COUNTRY TRIPS REQUIRED INFORMATION**

**Adopted: August 30, 2016, December 10, 2019**

**Reviewed by Committee:**

**Policy Reference: EL-1.1/EL-1.8**

#### **Out of Province/Out of Country Trips - REQUIRED INFORMATION**

*Copies must be made available to the school principal, or acting principal, and to the superintendent's office prior to the start of the trip.*

#### **A. Participants and Chaperones General, Emergency and Medical Information:**

*(all of this information should be provided on a one pager for easy reference)*

- a. Name (as shown on passport)
- b. Date of Birth
- c. Passport Number
- d. Passport Expiration Date
- e. Passport Issuing Country
- f. 6-digit Manitoba Health Registration Number (family) and 9-digit Personal Health Information Number (PHIN)
- g. Emergency Contact Name
- h. Relationship of Emergency Contact
- i. Phone (day)
- j. Phone (night)
- k. Email Address
- l. Allergies
- m. Medication
- n. Tetanus (or other depending on country)
- o. Physical Limitations
- p. Travel Insurance Information
- q. Physician Name
- r. Physician Phone Number
- s. Other

#### **B. Organizing Tour Company/Travel Agency Information – eg. EF Tours**

- a. Name of Company
- b. Name of Contact Person
- c. Phone Number of Contact Person
- d. Email Address of Contact Person

**C. Airline Flight Information**

- a. Date
- b. Departure Time
- c. Departure City
- d. Airline and Flight Number
- e. Arrival Time
- f. Arrival City

**D. Detailed Itinerary for Each Day of Travel**

**E. Accommodation Information and Room Assignments**

- a. Hotel Name
- b. Hotel Phone Number
- c. Hotel Email Address
- d. Dates of Stay at Each Location
- e. Names on Each Room Assigned

**F. Contact Information for the Canadian Embassy for the Country(s) the Group is Travelling In.**

**G. Emergency and Evacuation Plans** *(as provided by the tour company)*

***All other requirements as outlined in the School Divisions Regulation and Procedure 1.0. School Administration 1.A. General 1.A. OFF-SITE EXCURSIONS AND EDUCATIONAL TOURS must be adhered to.***