

Requirements	Local	Beyond 80 km	Provincial or Overnight	National	International
Activity level allowed by grade:	K - 12	4 - 12	4 - 12	7 - 12	9 - 12
Policy Guidelines & Procedures:	G&P 1-13	G&P 1-13	G&P 1-12, 15	G&P 1-12, 16	G&P 1-12, 17
Supervision minimum level required (ensure supervision requirements meet the SPHEREs supervision requirements is applicable):					
(# of Supervisors/# of Students)					
Kindergarten	2/class				
1 - 3	1/class				
4 - 6	1/class	1/class	1/8		
7 - 9	1/class	1/class	1/12	1/12	1/12
10 - 12	1/class	1/class	1/12	1/12	1/12
Detailed documentation in writing required:	Yes	Yes	Yes	Yes	Yes
Approval letter required:	Administrator	Administrator	Administrator	Superintendent	Superintendent & Board
Approval required in writing:	Yes	Yes	Yes	Yes	Yes
Informed parental consent required:	Yes*	Yes**	Yes**	Yes	Yes
Supervisor agreements required in writing:			Yes	Yes	Yes
Male and female supervisors required:			Yes	Yes	Yes
Supervisor first aid certification required:			Yes	Yes	Yes
Criminal records check for volunteers required:			Yes	Yes	Yes
Review risk 7-14 days before departure:				Yes	Yes
Travel <i>cancellation</i> insurance required:				Yes	Yes
Recommended vaccinations and medical insurance required:					Yes
* one-time blanket for walking in school neighborhood is acceptable					
** one-time blanket for scheduled event is acceptable					
This information is provided as a tool to assist the Teacher-in-Charge. Refer to Policy HGCG for detailed requirements.					