

Field Trip Submission Form

Name of school board or school service centre:	
Name of school:	School code:
School year:	

Respond to the following statements with a Yes or a No.

The organization that students are visiting on this field trip is available on the date specified and is listed in the [Répertoire culture-éducation](#) (in a subject other than science).

Yes No

At least one teacher will be present at all times with each group of students during the field trip and any preparatory activities.

Yes No

A – Description of the field trip

Title of the field trip:

Person responsible for the field trip

Name:	Position:	
Email:	Telephone (office):	Extension:

Cultural organization visited (as registered in the Répertoire culture-éducation)

Name of the cultural organization	Date of the field trip

Number of students participating
Students who participate in more than one cultural field trip must be counted as separate participants for each field trip. For example, if the same 35 students participate in two different outings, there will be a total of 70 participants.

Preschool and elementary education				Secondary education		Vocational training	Adult general education
Preschool	Cycle One	Cycle Two	Cycle Three	Cycle One	Cycle Two		

Brief description of steps to be taken with the students during each phase

Preparation phase

Implementation phase

Transfer-of-learning phase

B – Calculator

Totals are calculated automatically when amounts are entered electronically.

	Amount including taxes
A Cost for chartered services	
B Cost of tickets and entry fees	
C Cost of preparatory and transfer-of-learning activities	
D Cost of hiring a substitute teacher	
E Calculation of maximum financial assistance of Measure 15186 (A+B+C+D)	
F Ineligible expenses (if applicable) Specify:	
G Total cost of the field trip	

C – Signature**School principal**

Name:

Signature:

Date (year-month-day):