



EX 2 – 24.2 Exchange Program Application

Related Procedure: AP 2 – 24 Exchange Programs Approval and Planning

Exchange Program Application Form

School: _____

Exchange Program Leader: _____

General

Educational Goals of the Exchange Program:

Class or Group: _____

Number of Students: _____ Male: _____ Female: _____

Please use the table to provide the exchange program details. If your exchange program includes only one activity and one location, you need only complete the first column. If the exchange program includes more than one activity or more than one location, use a separate column for each different activity and location.

Itinerary			
Date			
Activity			
Destination (include address and attach map if applicable)			
Mode of Transportation			
Time of Departure from School			
Time of Return to school			
Time of Departure from Destination			
Overnight Accommodation Location			
Supervision Plan			
Names of Staff Supervisors			
Estimated number of parents supervisors			
Supervisors present at destination			

Hazard and Risk Assessment			
Hazards Identified in the Alberta School Boards Insurance Exchange (ASBIE) Off-site policy and procedures manual and Safety Guidelines for Physical Activities in Alberta Schools			
High Risk Activities (if any)			
Plan to mitigate risks			
Special Training of Supervisors (if required)			
Cost and Funding Arrangements			
Estimated Total Cost of the Field Trip			
Amount each student will be charged			
Other funding sources and amount			
Emergency and Communication Plan			
Plan to access to First Aid Kit			
Plan to access to First Aid Personnel			
Plan to maintain communication with school			
Exchange Program Leader's Cell Phone Number			
Muster Location (if required)			
Additional Comments			
Please include any other details that should be included			

Please Attach

1. A copy of the Parent Information Letter
2. A schedule and draft agendas for planned parent meetings.
3. A contingency plan in case the destination(s), accommodations or methods of transportation become unavailable or unsuitable.
4. Applicable Foreign Affairs and International Trade Canada Advisories - see travel.gc.ca.

Prior to Departure Please provide the principal with the following

1. An up-to-date itinerary

2. A List of students participating in the exchange program
3. The names of all parent supervisors
4. The name of the transportation provider or parents transporting (and the bus driver's cell number if applicable)
5. Executed Acknowledgement of Risk and Informed Consent Form
6. Executed Medical Information Form
7. Photocopies of passports.

_____, 20__

Signature of Exchange Program Leader