



EVERGREEN SCHOOL DIVISION
C: OFF - SITE ACTIVITY CHECKLIST

| |
|--|
| 8.80 A: Off – Site Activity Proposal completed |
| 8.80 B: Off – Site Activity Detailed Plan completed (higher risk activities / overnights only) |
| |
| <i>NOTE: Not all items will be relevant.</i> |
| Teacher(s) in charge need to: |
| make preliminary arrangements with off – site location(s) (date, time, etc.) |
| check on bus availability; book bus; make any other transportation arrangements |
| review travel route / check on current road conditions (in conjunction with bus driver) |
| consider weather conditions (general patterns and specific to travel days) |
| consider adjusting plans based on weather conditions (Too hot? Too cold?) |
| confirm with off – site location(s) |
| confirm accommodation arrangements: consider hygiene, clean water, food preparation, etc. |
| If activities are being led by outside agencies, check on qualifications |
| arrange supervision / arrange volunteers (see Procedure 1.A.10: Adult Volunteers) |
| provide confirmed details to school office |
| share details with parents and students; meeting(s) needed? |
| do any necessary prior prep with students (examples: skills, attitudes, clothing, equipment, etc.) |
| complete, send home and collect permission slips |
| provide contact information to parents if activity occurs outside of school hours or is an overnight |
| ensure all parental consents are collected (e.g., consent to attend, acknowledgement of risk, consent to secure medical treatment) |
| collect relevant student health and medical information from parents |
| make plan around first aid kit/ share info re: who is certified |
| review plans around students with special needs |
| address additional insurance needs; essential for travel outside of Canada; contact MSBA for more information |
| meet with other supervisors and any volunteers to share relevant details and discuss roles / responsibilities |

