



Off-Site Activity Sample Letters to the Board of Trustees Administrative Procedure 8.80F

8.0 Safe Schools

All higher – risk activities or overnight stays that are *out of province* and all overnight field trips that are three (3) *nights or longer*, in or out of Manitoba, must be approved by the ESD Board of Trustees before proceeding.

When submitting *Form 8.80A*, a **brief** letter should be attached (samples below).

Form 8.80A will then be returned to teacher indicating decision.

Sample 1:

Dear Evergreen School Division Board of Trustees,

We are writing to you about a five day ski trip (two days travel, three days skiing) we are hoping to take with a group of students next winter to Banff, Alberta. We have four supervisors lined up; the two of us plus two parents that have indicated a willingness to serve as supervisors. We will take a maximum of 40 students and will travel by chartered bus. Participants will pay their own costs, less what we are able to raise via two fundraisers.

With your permission, we will proceed with planning and making bookings, etc., keeping in mind all Evergreen policies and procedures and the safety of the students.

Thank you,

Bill Smith and Sally Green

Teachers, Evergreen School

Sample 2:

Dear Evergreen School Division Board of Trustees,

We are excited to let you know that we have qualified for a badminton tournament in Saskatoon, Saskatchewan happening next month. It is our girls team made up of five girls, plus me as coach and an assistant coach, seven in total. We will be travelling in my private vehicle and staying in a motel. The tournament runs three days plus two travelling days. The schools' athletic budget has allocated \$500 and the remaining costs will be shared.

With your permission, we will proceed with planning and making bookings, etc., keeping in mind all Evergreen policies and procedures around private vehicle use, off – site activities and the safety of the students.

Thank you,

Betty Brown

Teachers, Evergreen School

Sample 3:

Dear Evergreen School Division Board of Trustees,

Vive La France!! We are writing to you as we are very excited about offering our students a Spring Break trip to both France and Italy, two years from now.

At this point we see a group of no more than 25 students, five supervisors, a mixture of youth hostels and hotels, air travel to get there and train/bus travel once there. Students will have opportunities to raise money towards their trip over the next two years.

As you know, planning such a trip involves a great deal of organization. With your permission, we want to begin that process, keeping in mind Evergreen policies and procedures.

Mr. Black, Rock High School's Principal, will sit down with our planning team once each month to check on our progress.

We look forward to your response.

Sincerely,

Dianne Lockert

Teacher, Evergreen School

Sample 4:

Dear Evergreen School Division Board of Trustees,

The Lake High School Outdoor Education Club has been running for the last three years. This year we want to take a four night canoe trip in Nopiming Provincial Park. We hope to do this in June of the current school year. We have been carefully reviewing Evergreen policies and procedures around water activities, canoeing safety rules, swimming precautions, etc. and feel that we can meet or surpass all requirements. Costs would be minimal and will be covered by the participants.

With your permission we will proceed with planning.

Thank you in advance,

Bob Marks and Terry Sellinger

Teachers, Evergreen School