

AP 308-9 Accommodation Information Form

(To be attached to the Field Trip Approval Form AP 308-8)

FOR OVERNIGHT TRIPS

School:	_____	Class/Group:	_____
Supervisor:	_____	Signature:	_____
Other Adult Monitors:	_____		_____
(Gender Appropriate)	(name)		(phone number)
	_____		_____
	_____		_____

NOTE: Abbotsford Police Information Check required as [per AP 416-Volunteers](#)

Destination & Nature of Trip:

Company names and method of transportation: (If by private vehicle, AP 308-3 applies.)

If required, is transportation request attached? _____

Itinerary: (provide a brief statement here, and complete the full itinerary on the reverse of this form incl. hotel & Ph.#): _____

Where are students staying? (Provide a roster of students, listing the name, address and telephone number of each host student and billet. Master list to be filed with principal, adult monitors and host principal.

EMERGENCY CONTACT PHONE NUMBER:

Costs Involved and how they are to be

covered: _____

Is insurance provided (personal / vehicle liability)? _____

List: medical insurance number, students on medication (and procedure) and students with allergies.

Evaluation: At the end of the trip an evaluation must be submitted to the principal by the supervisor ([AP 308-10](#)).

I CERTIFY THAT I HAVE READ THE FORM "GUIDANCE REGARDING OVERNIGHT ARRANGEMENTS FOR STUDENTS" ([AP 308-11](#))

PRINCIPAL SIGNATURE: _____

Please complete the itinerary on the following page.

In the event of an international trip, attach a copy of 308-12 International Field Trip Declaration Form.

DESTINATION: _____

[illegible]

Please attach a sample copy of the consent form/information sheet that was sent home to parents.