

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.

