



BUFFALO TRAIL PUBLIC SCHOOLS
REGIONAL DIVISION #28
LIST OF INTERNATIONAL FIELD TRIP PARTICIPANTS

TEACHER IN CHARGE - \_\_\_\_\_ MALE/FEMALE

TEACHER IN CHARGE CONTACT INFORMATION DURING THE TRIP: \_\_\_\_\_
PHONE NUMBER AND/OR EMAIL ADDRESS

A COPY OF ALL PERTINENT TRIP INFORMATION MUST BE RETAINED AT THE SCHOOL. In case of emergency, this information can be accessed by contacting: Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ who will be available for the duration of the field trip

Table with 3 columns: BUFFALO TRAIL STAFF PARTICIPANTS, Waiver Attached, First Aider (must have 1). Rows include staff names and gender options (M or F) with checkboxes for waiver and first aid status.

Table with 3 columns: PARENT/GUARDIAN SUPERVISORS, Waiver Attached, Clear Criminal Record Check Attached. Rows include supervisor names and gender options (M or F) with checkboxes for waiver and criminal record status.

\*\*Please note: student-to-supervisor ratio should be according to the tour company standard approximately 6/1 separated male to female\*\*

Table with 4 columns: STUDENT PARTICIPANTS, Waiver Attached, Waiver Attached. Rows include student names and gender options (M or F) with checkboxes for waiver status.

TO BE COMPLETED AND SUBMITTED TO THE BOARD SECRETARY AT LEAST 45 DAYS PRIOR TO DEPARTURE.

As the Teacher in Charge, I \_\_\_\_\_ guarantee that all documentation for the international field trip has been reviewed by me and is in order \_\_\_\_\_ (signature of teacher in charge)