



# TRAVEL DURING PROGRAM

## NOTIFYING PROGRAM

## PERMISSION NEEDED

### SITUATION

### Notify the Program

SCHOOL TRIP	Within BC	Within one (1) business day of trip	Complete the Travel Form for school trips as soon as your teacher, coach, etc. has given you the trip information
	Outside BC	Ten (10) business days before trip	Complete the Travel Form for school trips as soon as your teacher, coach, etc. has given you the trip information
DAY TRIP IN BC	With your homestay <u>or</u> a different SD23 homestay	Before leaving the Central Okanagan	Including day trips to Big White
SLEEPOVER	In a SD23 homestay	Two (2) business days before	Complete the form AFTER your host parent has given you permission for the sleepover

In the above situations, **your host parents provide permission** and your completion of the Travel Form is to notify the Program you have permission from them. You will only be contacted by the Program in these situations if there is an issue with the information you provided when submitting the form.

### SITUATION

### Due Date for Travel Form Completion

OVERNIGHT TRIPS IN BC	With SD23 homestay	At least two (2) business days before trip	Including overnight trips to Big White
	Without SD23 host family	Ten (10) business days before trip	Including trips with natural parents and extended family, Canadian families, other 25+ years adult supervisors, etc.
TRIPS OUTSIDE BC OR CANADA	With <u>or</u> without SD23 homestay	Ten (10) business days before trip	Including trips with natural parents and extended family, Canadian families, other 25+ years adult supervisors, etc.
SLEEPOVER	Not in a SD23 homestay	Five (5) business days before	Complete the form AFTER your host parent has given you permission for the sleepover

For all above situations, you must complete the Travel Request form and wait to **receive approval from a Program Manager** before leaving on the trip or having the sleepover.