



TRAVEL DURING PROGRAM

NOTIFY PROGRAM

SITUATION

Notify the Program

OVERNIGHT TRIP
IN BC WITH
YOUR SD23
HOST FAMILY

At least 3 business days before trip

Complete the Travel Form

You will only be contacted by the Program if there is concern with the information you provided

PERMISSION NEEDED

SITUATION

Due Date for Travel Form Completion

OVERNIGHT
TRIPS IN BC

Without SD23 host family

At least 10 business days before trip

Including overnight trips to Big White

Including trips with natural parents and
extended family, Canadian families,
other 25+ years adult supervisors, etc.

TRIPS OUTSIDE
BC OR CANADA

With or without SD23
homestay

At least 10 business days before trip

Including trips with natural parents and
extended family, Canadian families,
other 25+ years adult supervisors, etc.

SCHOOL TRIP OUTSIDE CANADA OR
INVOLVING RISK (LEVEL 4 OR 5 FIELD TRIP)

At least 10 business days before trip

Submit International Education travel
form 10 days in advance AND have
natural parents sign the field study
permission form for the school.

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.