

**Bill Crothers Secondary School**  
**SPORT EVENT – ON-LINE PAYMENT INFORMATION**

Sport Events that are not overnight trips but require payment for participation.

**Step 1: Trip Details – Who – What – Where – When and How**      **Submission Date:** \_\_\_\_\_

Teacher(s) Name(s) _____	
Event Name: _____ i.e. (Team Name – Tournament Name, etc)	
Destination _____	Address: _____
Date _____	Distance One Way _____ km.
Mode of Transportation: (bus/taxi/parents/public transit) _____	No. of Students _____
Grade _____	
Team Name: _____ Please be sure to attach a list of students who you are offering the event to - ie team list,)	
Departure Date _____	Departure Time: _____
Time to Depart Venue _____	Return To BCSS: _____
Names of Chaperones (indicate if parent, teacher, etc.) Please include a cell # (for emergency contact during field trip)	
_____	_____
_____	_____
_____	_____

**Step 2: Cost of Trip/Event - obtain prices for the following items – prior to submitting request.**

Obtain Estimated Cost for Transportation from Nita:	
Bus /Taxi/Public Transit _____	Entrance to Event: _____ Misc. Cost: _____ (Meal cost etc. Please specify)
Total Cost _____ divided by _____ (no. of students = Estimated Cost to Student _____)	
*Please do not quote final cost to students until posted on School Cash On-Line.	

**Step 3: Details**

Itinerary
_____
_____
_____
Sporting event, please indicate venue and type of competition. Include any information that you want shared with parents.
_____
_____
_____
_____

**Step 4: Submit for Approval**

<b>Submitted By</b>	Coach's Signature _____	Date _____
	Department Head _____	Date _____
<b>Approved By</b>	_____	
Date	_____	
Principal of School	_____	

**Important Notes:**

**You will be notified by email when your field trip has been approved by Administration and posted to \*Cash On-line. (\*only if a payment is required). If there is no payment required, please ensure that permission forms are completed in hard copy form and given to students for parent signature and return, prior to your trip.**

**All students are expected to depart and return to school with staff supervisor(s) using the approved transportation indicated in this request. Any variations must be approved by administration 2 weeks prior to trip date.**

**An attendance list with actual participants must be submitted to Leslie (attendance) prior to departing, on the day of the event.**

Original Teacher and/or Dept. Head – Attach  
Copy 1- Vice Principal and/or Main Office