Appendix C

FORM 4001(a)
April 2004

Brandon School Division

Off-Site Activity Form
A Trips (trips within Canada not to exceed 3 nights)
B Trips (trips within Canada exceeding 3 nights)
C Trips (Outside of Canada) - No Air Travel
D Trips (Outside of Canada) -Requiring air travel

Required Approval
☐ **Principal**
☐ **Principal & Superintendent**
☐ **Principal, Superintendent & Board**
☐ **Principal, Superintendent & Board**

School: CPRSS **LC:** **Phone:** 729-0309 **Fax:** 727-2162

Destination: NORTHERN EUROPE
Departure Date: MARCH 21/13 **Return Date:** APRIL 1/13
Departure Time: **Return Time:**

Name of Service Provider (if applicable): **Contact Person of Service Provider:** **Phone**

Number of Service Provider:

Grade Level (Please check):
☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 7 ☐ 8 ☐ S1 ☐ S2 ☑ S3 ☑ S4 ☐ SP

# of Students: **# of Male:** } 24 Students
# of Female:
# of Adults: **Student/Adult Ratio:** 1:4

NAME	GENDER	DATE OF LAST VISIT TO SITE IF APPLICABLE	WILL YOU BE ON SITE FOR THE ENTIRE TRIP? IF NOT, SPECIFY SCHEDULE.	SPECIAL SKILLS AND TRAINING
Teachers-in-Charge: MIRO GAWINSKI TOM OUTHWAITE PAM BAILEY	M M F	N/A	YES	ST. JOHN'S EMERGENCY FIRST AID CPR - LEVEL B
Volunteers:				

METHOD OF TRANSPORTATION (AS PER BSD POLICY)
☑ BSD School Bus
☐ Rental Van *(company)*
☐ Charter Bus *(company)*
☐ Volunteer Driver *(adult)*
☐ Student Volunteer Driver (in Division)
☐ No transportation provided by school
☑ Commercial Airline
☐ Walking
☐ Bicycling
☐ Other:

REQUIREMENTS CHECKLIST
☑ Acknowledgement of Risk Form
☑ Travel & Health Insurance *(for travel outside Manitoba)*
☑ Itinerary/Schedule Attached
☑ Parent Correspondence Attached
☑ Supervision Plan Attached

FOR C & D TRIPS
☑ Parent Information Checklist Reviewed
☑ Parent Meeting Planned - Principal's Discretion
☑ Travel Alert websites reviewed - appendix

ESTIMATED COST OF TRIP (C & D TRIPS ONLY)		SOURCE OF FUNDING	
Fees, including guides	$ 2776.00	School Funds	$
Transportation	$ 532.00	School's Budget	$
Accommodation	$	Student Fee	$
Meals	$	Fund-Raising by: STUDENTS & PARENTS	$
Other Expenses ____	$ 189.00	Other _____ *(please specify)*	$
TOTAL ESTIMATED COST	$3497.xx	**TOTAL ESTIMATED FUNDS REQUIRED**	$

EDUCATIONAL PURPOSE (complete 1 & 2 or 3)

1. How has the activity been part of the planned program for this class/group?

DESIGN DRAFTING INTRODUCES STUDENTS TO THE WORLD OF ARCHITECTURE USING A VARIETY OF CLASSROOM TECHNIQUES & COMPUTER SOFTWARE. TO ACHIEVE THE HIGHEST LEVELS OF LEARNING THE STUDENTS ARE PRESENTED WITH THE TASK OF RESEARCHING AND ANALYSING EXISTING ANCIENT & MODERN STRUCTURES

2. Which educational outcomes do you plan to achieve?

THE STUDENTS ABILITY TO EXAMINE AND COMPREHEND THE FUNDAMENTAL PRINCIPLES AND TRADITIONS OF ARCHITECTURE AND URBAN DESIGN USING EXAMPLES OF MODERN AND ANCIENT ARCHITECTURAL SETTINGS FROM CENTRAL EUROPE.

3. Competition/event:

N/A

HOTEL NAME AND PHONE NUMBER (IF APPLICABLE): N/A AT THIS TIME

HOST FACILITY NAME AND PHONE NUMBER: (If applicable)

OTHER CONTACT NAMES AND NUMBERS: WILL BE PROVIDED AS THEY BECOME AVAILABLE

EMERGENCY PREPAREDNESS

- ☑ Emergency participant list (i.e. medical info, medical numbers, contact person)
- ☑ First aid kit access
- ☑ Communication device (if possible) — Number: 204-720-0295, 204-721-4855
- ☐ Other

Name of **Teachers-in-Charge** *(please print)*	Date *(year/month/day)*	Signature of Teacher-in-Charge
Miro Gawinski	2012/02/23	
Ron Outhwaite	2012/02/23	

Name of **Principal** *(please print)*	Date *(year/month/day)*	Signature of Principal
Terry Osiowy	2012/02/23	

Name of **Assistant Superintendent** *(please print)*	Date *(year/month/day)*	Signature of Assistant Superintendent
C. E. Malazdewicz	2012/03/20	

Once the Principal has approved the off-site activity, mail this form to the Assistant Superintendent of your Learning Community according to the approval process deadlines for B, C, D trips.

This personal information or personal health information is being collected under the authority of the Brandon School Division and will be used for educational purposes or to ensure the health and safety of the student. It is protected by the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*. If you have any questions about the collection, contact the Brandon School Division Access and Privacy Coordinator at (204) 729-3100.

Exploring Northern European Architecture & Engineering
Proposed field trip

In the months preceding Spring Breaks 2009 and 2011, Design Drafting students worked vigorously to fulfill their dream of a life time. The work they so relentlessly took on included both raising funds and maintaining the highest possible academic standing. The dream that they worked to bring to reality was an architectural/engineering tour of London and Paris, and Italy and Greece. Without any doubt these trips were highly successful endeavor that left a positive mark on all of them as they proceeded to post secondary education. As Design Drafting educators, we felt that the four year educational experience we had provided for our future architects, engineers and draftspersons was indeed a well rounded and complete experience.

Canada Gate, London, England

Eifel Tower, Paris, France

Gondola, Venice, Italy

Parthenon, Athens, Greece

We truly believe that world travel changes students' lives and is the ultimate real-world experience. The grade eleven (11) and twelve (12) students we propose to involve in this travel experience are exceedingly worthy of this type of educational experience. Their academic performance at CPRSS is exceptional and their design drafting commitment, as demonstrated by their present involvement in various community projects, outstanding. They are eminently capable of seeing their world from a new perspective, by experiencing unique cultures and partaking in different traditions. They become more independent and find a new excitement for learning. In short, travel lets them know that a wealth of opportunity awaits them. Some of the students are so moved that you can literally see the whole world open up in their eyes. They also love to let other students know how amazing it is to meet other people, experience other cultures, see what it means to be a Canadian and understand how our history is linked to the world. Many students find their English, Social Studies, Language and other classes make more sense because they now have a connection or, at the very least, bragging rights to say, "I have been there."

To continue providing a real world design experience, we propose an excursion to Northern Europe, that will include the following countries; Germany, Czech Republic, Poland, Hungary and Austria. A part of the world that has architectural and engineering artifacts, galleries, churches, historic squares, ruins, castles, monuments and tombs, in quantities that the average visitor has scarcely the time to see. We feel that at this time it would be reasonably affordable, safe and educationally rewarding.

Santarini, Greece

Stonehenge, England

Crocus Plains R. S. School, Design Drafting Field Trip Proposal:

Day 1 Thursday, March 21, 2013

Board your flight to Berlin!

Day 2 Friday, March 22, 2013

Arrival in Berlin

Arrive in historic Berlin, once again the German capital. For many years the city was defined by the wall that separated its residents. In the last decade, since the monumental events that ended Communist rule in the East, Berlin has once again emerged as a treasure of arts and architecture with a vibrant heart.

Walking Tour of Berlin

Stroll among the cafés, restaurants and embassies of the elegant, tree-lined Unter den Linden, sometimes known as the Champs-Élysées of Berlin. Your tour director shows you the city's most famous sites as you continue to the Reichstag, Germany's Parliament. The building, constructed in the late 19th century, was the seat of the Weimar Republic government until it was seized by the Nazis in 1933. Sir Norman Foster's glass dome, added to the top of the Reichstag between 1995 and 1999, is now one of the city's most recognizable landmarks, offering fantastic views of Berlin from its top.

Visit Neue Nationalgalerie

With its modern glass-and-steel frame designed by Ludwig Mies van der Rohe (1889-1969), the Neue Nationalgalerie contains a continually growing collection of modern European and American art. You'll find works of 19th century artists with a concentration on French Impressionists, along with many German artists too.

Overnight in Berlin

Day 3 Saturday, March 23, 2013

Guided sightseeing of Berlin

Ride past the Kaiser Wilhelm Gedächtniskirche (left unrestored as a reminder of the ravages of war) and down the glittery Kurfürstendamm, Berlin's liveliest street. Pass the Rathaus Schöneberg, where 1,500,000 West Berliners flocked to hear President Kennedy's famous "Ich bin ein Berliner" speech in 1963. On your way to the Eastern sector, pass the Reichstag, former seat of the parliaments of the German Empire and the Weimar Republic. Arrive at the Brandenburg Gate, once the symbol of the undeclared Cold War, and now the symbol of a reunited Berlin. It was at this gate that the famous images of East and West Berliners dancing atop the crumbling Berlin Wall were filmed and broadcast around the world. As you see where the Berlin Wall actually stood, imagine the bleak watchtowers and piercing spotlights that guarded "the border" until November 1989. Journey down Unter den Linden, once considered one of the world's most elegant boulevards.

Visit to the Checkpoint Charlie Museum

On the site where Checkpoint Charlie once guarded the border between East and West Germany, you'll visit a museum devoted to the era of the Berlin Wall. Inspect the "escape cars" once used to cross the border. See if you can find the secret compartment where escapees hid. Then view a photo exhibit that evocatively portrays the 30-year separation of East and West Germany, reunified in 1989

Visit to the Charlottenburg Palace

Visit Charlottenburg, home of the largest palace in Berlin as well as a beautiful park. The park alone features a mausoleum, a pavillion, and a porcelain museum. Originally called Lietzenburg, the city was renamed for Sophie Charlotte, the wife of King Frederick 1 of Prussia. The grand palace was built for the queen in 1695, and was restored along with its adjacent museums in the mid-1900's. After passing through heavy iron gates into the courtyard, you will enter the main palace. Inside, view the columned rotunda with stucco relief depicting the virtues of Prussian princes in mythological terms.

Overnight in Berlin

Day 4 Sunday, March 24, 2013

Transfer to Prague via Dresden

Take a guided tour of Dresden

Arrive in Prague

Encounter the legendary beauty of Prague, former capital of the Holy Roman Empire. Dubbed the City of One Hundred Spires, the city boasts an enchanting mix of diverse architecture, Bohemian culture, and storied history. Despite many recent changes, the undeniable charm of centuries past still permeates from the cobblestone streets and countless gothic spires piercing the skies.

Overnight in Prague

Day 5 Monday, March 25, 2013

Guided sightseeing of Prague

Your tour begins at the celebrated Prague Castle (Hradcany). In the castle's courtyard, you'll visit the magnificent St. Vitus Cathedral, which took over 600 years to complete. On the nearby Golden Lane, royal alchemists once labored (unsuccessfully) to turn lead into gold. More recently, on the same street, Franz Kafka turned his angst into some of the century's finest fiction. You'll also stroll through the quaint, cobbled streets of the Mala Strana, the backdrop for Milos Forman's Amadeus. Cross the Charles Bridge, adorned with 30 beautiful baroque statues, to the 13th-century Old Town (Stare Mesto). Here you'll see Market Square, famous for its 15th-century astronomical clock. You'll also wander through Josefov, the traditional Jewish Quarter, home to the oldest synagogue in Europe (built in 1270).

Visit the Zizkov TV tower

Take in the stunning panoramic views of Prague from this 216 meter high television tower.

Photo stop at Prague's unique Dancing House!

Overnight in Prague

Day 6 Tuesday, March 26, 2013

Supervised free time in Prague

Enjoy free time to discover the wonders of Prague. Because of the compactness of the city, you may wander from the city's castle district, across a medieval bridge, and drink a leisurely coffee on Wenceslas Square in under half an hour. Consider a visit to the birthplace of Franz Kafka, the National Gallery, or the Jewish Museum. Wander through the elegant Wallenstein Gardens or browse for locally made crystal and glassware.

Transfer to Krakow via Olomouc

Travel through Olomouc, a town of 100,000 that offers a surprising amount of history and culture,
including cobbled streets, Renaissance palaces, Baroque fountains and the many churches and
cathedrals that make it important to the Czech Republic's religious history. This ancient capital of Moravia is also home to the country's second university.

Arrival in Krakow

Arrive today in Krakow, Poland's former capital.

Overnight in Krakow

Day 7 Wednesday, March 27, 2013

Guided sightseeing of Krakow

Set out on a guided tour of Krakow, the only major city in Poland to escape devastation during WWII. Visit Wawel Hill, perched high above the Vistula River, and Wawel Cathedral, where Polish Kings were crowned and the late Pope John Paul II once served as archbishop. Stroll through Glowny Square, passing beautiful Sukiennice Cloth Hall and the Jagiellonian University.

Enjoy a supervised free afternoon in Krakow

Overnight in Krakow

Day 8 Thursday, March 28, 2013

Transfer to Budapest via the Tatra Mountains

Marvel at the breathtaking views of the Tatra Mountains, a popular haven for winter sports enthusiasts, as you travel across the border between Slovakia and Poland. These mountains represent the highest section of the Carpathian Mountain range.

Arrive in Budapest

In 1873, a city was formed from the union of two towns either side of the Danube River. Traditionally, Buda has been the civic center of the city, with government buildings and palatial homes for the gentry. In Pest, one finds the city's industrial, business and commercial element. Budapest has long been known for its musical, theatrical and literary character, and attracts many tourists to its mineral springs and parks.

Overnight in Budapest

Day 9 Friday, March 29, 2013

Guided sightseeing of Budapest

Begin your tour at Heroes' Square, where you will see the Millenary Monument and statues of famous Hungarian personalities. Drive down Andrassy Boulevard, past the State Opera House to the Hungarian Parliament, modeled on London's Houses of Parliament. Journey up Castle Hill for a look at the Royal Palace, former home of the Hungarian monarchs. The castle has witnessed several invasions-the most recent occurred during WWII. Look for bullet holes in the outer walls, blasted by Russian tanks during the 1956 uprising. Visit the 13th-century Matthias Church, famous as the site of several coronations and for its colorful tiled roof, as well as the Budapest Basilica. Your tour ends with a stop on Gellért Hill, from where you can take in some of the best views of the city.

Tour Director-led walking tour of Budapest

Your Tour Director introduce you to the city of Budapest. Walk past the Parliament and to the Fishermen's Bastion for a wonderful panoramic view of Hungary's capital.

Overnight in Budapest

Day 10 Saturday, March 30, 2013

Transfer to Vienna

Arrival in Vienna

Vienna has long played a central role in the changing face of Europe and has adapted many times to war, revolution, siege and the rise and fall of empire. The capital of Austria is also home to a strong music tradition as well as buildings of imposing elegance and beauty.

Tour Director-led Walking tour of Vienna

Your Tour Director accompanies you on a stroll through Vienna's pedestrian zone. Pass the city's worldfamous Opera House and the 450-foot-high Gothic St. Stephan's Cathedral, a venerable symbol of the city. You'll also see the Sacher Hotel-the esteemed chocolate Sachertorte was invented here.

Photo Stop at the Haas Haus

Wiener Schnitzel Dinner

Tonight, enjoy the authentic Austrian dish of wiener schnitzel, made with boneless meat thinned with a mallet (escalope-style preparation), coated in bread crumbs and fried.

Overnight in Vienna

Day 11 Sunday, March 31, 2013

Guided sightseeing of Vienna

The residence of the imperial court for six centuries, Vienna is marked with the seal of the Habsburgs, a family who once ruled over half of Europe. In-depth sightseeing takes you down the Ring, a series of wide boulevards commissioned by Emperor Franz Josef in 1857. Ride past the Parliament, the flower-adorned Rathaus (Town Hall), and the Hofburg, where the powerful Habsburg dynasty ruled until 1918.

Photo stop at Votivkirche

Visit to Schönbrunn Palace

You'll also visit beautiful Schönbrunn Palace, where Marie Antoinette (the most famous of Empress Maria Theresa's 16 children) spent her childhood. When the six-year-old Mozart played for the empress inside the palace, he told Marie Antoinette, "I'll marry you when I'm grown up!" After viewing the elegant interior, stroll through the palace's beautifully landscaped gardens.

Overnight in Vienna

Day 12 Monday, April 1, 2013

Transfer to the airport for your return flight

Your tour director assists with your transfer to the airport, where you'll check in for your return flight home.

Tour Highlights and Details

Overnight stays:

Berlin (2)
Prague (2)
Krakow (2)
Budapest (2)
Vienna (2)

Comprehensive sightseeing tours led by an expert local guide of the following:

Guided sightseeing of Berlin
Guided Sightseeing of Prague
Guided sightseeing of Krakow
Guided sightseeing of Budapest
Guided sightseeing of Vienna

Entrances included to the following sites:

Neue Nationalgalerie
Checkpoint Charlie Museum
Charlottenburg
Golden Lane
St. Vitus Cathedral
Zizkov TV Tower
Wawel Cathedral/Krakow
Matthias Church/Budapest
Budapest Basilica
Schoenbrunn Palace

Included in the Program Fee:

Round trip airfare
Transfers to and from the airport and hotel and between destination cities
Overnight in hotels with private bathrooms
Continental breakfast daily
Dinner daily
Full-time services of an EF Tour Director

Not included in the Program Fee:

Customary gratuities for your tour director, local guide and driver
Porterage
Personal Insurance
Beverages and lunches
Public transportation to free time activities

Notes:

Accommodation is in 3 star hotels.
Insurance: It is a good idea to make this mandatory - $152 covers everything – cancellation, trip interruption, and comprehensive medical insurance.

We are aware that the proposed trip is scheduled for spring 2013, and as a result costs may change. The costs quoted are base on figures provided through EF educational tours.
We are presently looking for approval in principle, of this learning experience. We are entirely open to suggestions, enhancements and alterations to the proposal as long as the general theme and integrity of exploring civilizations' architectural and engineering achievements are maintained.

Summary:

When: Spring Break, Thursday March 21, 2013 - Sunday April 1, 2013
Where: Germany, Czech Republic, Poland, Hungary, and Austria
Who: *Students:* 24 to 30 Design drafting students from Crocus Plains
Staff: Three (3) educators (2 male and 1 female)
Why: To enhance and be the culmination of the students high school architectural and engineering learning experience.
Cost: $2780.00 to a maximum of $3355.00 including insurance and relevant fees
The students and staff would undertake fund raising to cover a part of the total cost. A $300.00 down payment would be required to hold a seat.

Miro Gawinski
Tom Outhwaite
Pam Bailey

"We shall not cease from exploration. And the end of all of our exploring will be to arrive where we started. And know the place for the first time." - T. S. Eliot