



## School District 71-Comox Valley Group Registration Request Form

**\*\*\* Each visit requires a new request form \*\*\***

|  |  |
|--|--|
| <p><b>Event date request:</b> preferred date: _____<br/>back-up-alternate date: _____</p> <p>Arrival time: _____ Departure time: _____</p> <p><input type="checkbox"/> Day Event      <input type="checkbox"/> Multi-Day/Overnight</p> <p>* Please fill out a new request form for any additional visits.</p>  | <p>School: _____</p> <p>Teacher name: _____</p> <p>Teacher contact: _____</p> <p>Grade: _____</p> <p>Class size: _____</p> |
| <p>Partnering classes:    Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If yes please provide partnering teachers name and contact: _____</p>   |  |
| <p>Have you visited the Courtenay Fish and Game Club with a school group in the past?    Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If yes when: _____</p> <p>Have you participated in a Pro-D orientation at Courtney Fish and Game?      Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If yes when: _____</p>   |  |
| <p>Transportation method to club:</p> <p><input type="checkbox"/> Bus</p> <p><input type="checkbox"/> Parent drivers</p> <p><input type="checkbox"/> Biking</p> <p><input type="checkbox"/> Other: _____</p>   | <p>Names and contact of all additional adult supervisors:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>              |
| <h3>Activity &amp; Facility Usage Request</h3>   |  |
| <p style="text-align: center;"><b>Indicate activities you would like to participate in during your visit.</b></p> <p><b>**Please note active teacher and adult support is required for all activities on site at the Courtenay Fish and Game Club.**</b></p> <p><input type="checkbox"/> <b>Archery</b> (please circle)                      <i>Intro. to Archery</i>                      <i>NASP trained-3D Trail</i></p> <p>* Max group 18 students-min age 10 yrs.<br/>* Only NASP trained students can participate in 3D trail.</p> <p><input type="checkbox"/> <b>Historic Boom Town</b> (please circle)                      <i>Guest Speaker</i>                      <i>Self Guided</i></p> <p><input type="checkbox"/> <b>Fishing</b> - available June</p> <p><input type="checkbox"/> <b>Pond Studies</b> (teacher led)</p> <p><input type="checkbox"/> <b>Forest Studies – Nature Activities</b> (teacher led)</p> <p><input type="checkbox"/> <b>Campground Day Use</b></p> <p><input type="checkbox"/> <b>Campground Over Night Use</b> (please circle)                      <i>Tents</i>                      <i>RV</i></p> |  |



All below options are third party partners, they must be contacted directly and organized by teacher to run on site programming at the club.

- Dragon Boating – VI paddling
- MARS – Wildlife Rescue Society
- Project Watershed
- CVRD – ‘Connected by Water’
- Broom Busters
- Cumberland Museum
- Courtenay Museum
- Bat Program
- Indigenous Programming
- Tsolum River Restoration Society
- Other :** \_\_\_\_\_

Please include **contact information** & indicate **third party guests on planning itinerary** as a Fish and Game member must greet them at the gates.

**Club House usage request:** Yes  No  Dates needed: \_\_\_\_\_

Please check all that apply: Times required: \_\_\_\_\_

- Downstairs classroom (max capacity 20 ppl)
- Upstairs conference hall (max capacity 250 ppl)
- BBQ & patio
- Tables & Chairs: How many: \_\_\_\_\_
- Projector & screen

**\*\*Please note the club house is directly beside an active firing range, shooting will be active during your stay.\*\***

### Itinerary Plan

The teacher in charge to be responsible for all students and accompanying guests while visiting the Courtenay & District Fish and Game Protective Society.

**The teacher in charge responsibilities include:**

- √ Delegate a responsible adult in charge for each group, equipped with a working cell phone, CFG radio, CFG issued safety vest, plan of the day, and list of students in their group.
- √ Possess a list of all students, supervisors, and guests with emergency contact information and pertinent health information.
- √ Has arranged individual support for any students needing one on one attention for the entire visit.
- √ Provide a detailed plan of the day and distribute it to all adult supervisors
- √ Submit School District 71 required field trip forms  
(Request for Activity Form – Risk Activity Form- Parent Consent Form-Volunteer Forms0
- √ Comply to CFG regulations of “no child left alone” policy.
- √ Comply to follow CFG safety boundaries.

**I understand and agree to the above (signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Itinerary Plan

Please include a detailed plan of your visit. **Please refer to the attached activity information sheet with details to help plan your day**, includes group sizes and suggested time.

Include the following in your plan:

- Date(s)
- School name
- Teacher Name
- Teacher Contact (phone & email)
- Adult assigned for each group
- Third party guests
- Times of each activity (remember to consider 20 min transition time between activities)
- Breaks

**Please electronically submit to Courtenay Fish & Game Club -- [the-office@courtenayfishandgame.org](mailto:the-office@courtenayfishandgame.org)**

**Subject** : SD71 Request- *Teacher name-School*

## SAMPLE: Itinerary Template

| <b>Group Details</b> |  |                               |                               |
|----------------------|--|-------------------------------|-------------------------------|
| Date: _____          |  |                               |                               |
| Teacher: _____       |  |                               |                               |
| School: _____        | <b>Group 1</b>   | <b>Group 2</b>                | <b>Group 3</b>                |
| Arrival (time)       |  |                               |                               |
| Activity A (time)    | Activity:<br>Adult in charge:<br>Third Party Group:<br>(if applicable) | Activity:<br>Adult in charge: | Activity:<br>Adult in charge: |
| Transition (snack)   |  |                               |                               |
| Activity B (time)    |  |                               |                               |
| Transition           |  |                               |                               |
| Lunch (time)         |  |                               |                               |
| Activity C (time)    |  |                               |                               |
| Departure (time)     |  |                               |                               |

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