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| **A** | **CORE DOCUMENTS** | **✓** |
|  | **Contract/Agreement** |  |
|  | **Waivers/Consent Forms** |  |
|  | **Certificate of Insurance (Min. $5M, naming TDSB as additional insured)** |  |
|  | **Payment/Cancellation Procedure Forms** |  |
|  | **Emergency Plan – MISSING STUDENT**  |  |
|  | **Emergency Plan – EVACUATION (floor plan included if applicable)** |  |
|  | **Emergency Plan – Crisis/Safety Plan**  |  |
|  | **Emergency Plan – MEDICAL**  |  |
|  | **Prerequisite Requirements for Participation (i.e. concussion protocols, skill testing)** |  |
|  | **Booking Request Form** |  |
| **B** | **IF CAMP (based on activities offered):** | **✓** |
|  | **Swim Test Documentation (Form and Procedure Manual/Emergency) (if applicable)** |  |
|  | **What to Bring List for Students (specific to each activity)** |  |
|  | **OCA Membership** |  |
| **C** | **IF CHALLENGE COURSE ACTIVITIES INCLUDED (ZIPLINING, HIGH/LOW ROPES, ROCK CLIMBING, ETC.):** | **✓** |
|  | **Association for Challenge Course Technology Approved Vendor Inspection Report and Letter** |  |
|  | **License/ Permit - TSSA License (e.g. Rides, Chair Lifts, Zip-Lining)** |  |
|  | **TSSA Amusement Devices Inspection Report** |  |
|  | **Membership - Wall Climbing – Climbing Wall Association (if applicable)**  |  |
|  | **Instructors Certification (examples include belaying certification)** |  |
| **D** | **IF ACTIVITIES IN/INVOLVING WATER:** | **✓** |
|  | **Vessel Inspection Certificate** |  |
|  | **Swim Test Documentation (Form and Procedure Manual/Emergency Plan)** |  |
| **E** | **IF OUT-TRIPPING/BACKPACKING/CANOE TRIPPING:** | **✓** |
|  | **Wilderness First Aid Certification or Valid Equivalent** |  |
|  | **Documents for Each Activity Involved (see rest of document)** |  |
|  | **Route Description/Travel Itinerary**  |  |
| **F** | **IF SKIING/TUBING/CROSS COUNTRY SKIING:** | **✓** |
|  | **License/ Permit - TSSA License (e.g. Chair Lifts)** |  |
|  | **Student Skill Level Testing Procedure** |  |
| **G** | **OTHER SAFETY DOCUMENTS THAT WILL ASSIST YOUR VENDOR APPROVAL PROCESS:** | **✓** |
| **18** | **Other License/ Regulatory/Association Body Certification/License/Regulatory/Membership:** **Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |