## Checklist of required documentation for off-campus activities

Compulsory items

Optional items

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Required** | | |
|  | **Yes** | **No** | **N/A** |
| **Documentation for student participants** |  |  |  |
| **For ALL activities within Canada involving overnight stays** |  |  |  |
| RAMQ card, valid for the period of travel | X |  |  |
| Student ID card |  |  |  |
| Government-issued identification (optional; required if travelling by air) |  |  |  |
| Consent, acknowledgement of risk and waiver of responsibility | X |  |  |
| Code of behaviour |  |  |  |
| Emergency contacts | X |  |  |
| Student health information | X |  |  |
| Prescriptions for medications (in case of loss or theft) |  |  |  |
|  |  |  |  |
| **For activities outside Quebec but within Canada** |  |  |  |
| Proof of supplementary medical insurance | X |  |  |
| Letter of permission for minor |  |  |  |
|  |  |  |  |
| **For activities outside Canada** |  |  |  |
| Passport, with an expiration date longer than the one required by the destination country and preferably one that is more than six months after the date of the scheduled return to Canada | X |  |  |
| Visa |  |  |  |
| Permanent resident card, valid for the period of travel | X |  |  |
| Study permit, valid for the period of travel | X |  |  |
| Proof of supplementary medical insurance | X |  |  |
| Letter of permission for minor | X |  |  |
| Proof of cancellation and interruption insurance (for travel by air) | X |  |  |
| Record of immunization, if required |  |  |  |
|  |  |  |  |
| **Documentation for Activity Leaders** |  |  |  |
| Copies of students’ travel documents, emergency contacts, and health information | X |  |  |
| Trip itinerary | X |  |  |
| Contact information for local services, or the travel company |  |  |  |
| List of participants who will not accompany the group either when departing from Montreal or returning to Montreal | X |  |  |
| Contact information for Dawson Security and the Person in Authority | X |  |  |
|  |  |  |  |
| **Documentation for Persons in Authority** |  |  |  |
| Contact information for Activity Leaders | X |  |  |
| Copies of students’ travel documents, emergency contacts, and health information | X |  |  |
| Trip itinerary | X |  |  |