



Volunteer Activity & School Field Trip Request Form

Please check one of the following request types:

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School Field Trip

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Volunteer Activity

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CVRD Volunteer Event (Internal Use Only)

Applicant Information

Date of Application:

Name of School/Organization:

Name of Organizer:

Contact Email:

Contact Phone:

Event Information

Name of Teacher/Group Member on-site during activities:

Cell Phone #:

Name of Park / Trail being Visited:

Location within Park:

Activities Planned:

Is Any Set Up or Special Equipment Being Used? *if yes please describe

Site or Route Map Included?

☐

yes

☐

no

Event Logistics

Date(s) of Visit:

Time of Visit:

Please complete one of the following:

School/Youth Groups:

Number of Students Attending:

Number of Teachers / Supervisors:

Total Number of Attendees including Parents / Spectators:

Number of Teachers/Supervisors/Parents with a Valid
First Aid Certificate:

Number and Type of Vehicles Associated with Visit:

Organizations:

Number of participants:

Number of persons with a Valid First Aid Certificate:

Number of Vehicles associated with Visit:

Insurance

Proof of Current Insurance Coverage Included with Application?

☐ yes ☐ no

Please note that all schools and organizations planning a visit to a CVRD Park or Trail, as well as any sub-contractor providing services, must obtain comprehensive general liability insurance protecting the Cowichan Valley Regional District against liability for bodily injury, death or property damage, arising out of the event. Minimum limit of \$2,000,000 commercial general liability insurance against third party claims for bodily injury, death, property and loss of use (Note: a higher limit of liability insurance might be required depending on event details). Maximum deductible \$5,000 per occurrence, with a cross liability clause. A certificate of insurance naming the Cowichan Valley Regional District as additional insured must be received before final approval of an event. CVRD retains the right to cancel an event if a certificate of insurance is not received before the event date. By submitting this request, the applicant acknowledges sole responsibility for obtaining whatever coverage the CVRD deems necessary. Insurance can be obtained through any insurance agent.

Terms & Conditions

- CVRD Park Bylaw #738 must be adhered to.
- The natural environment of parks must be respected. No natural features are to be collected or damaged. All rocks, sticks, leaves, shells, etc. should be left in place as habitat.
- Built infrastructure in parks including trails, buildings etc. must not be damaged or altered.
- No waste shall be left behind. All garbage, recycling and compost must be placed in the appropriate bin or taken with the group when leaving the park.
- Planned activities should not interfere with the enjoyment of the park by other park users.
- The size of group must be planned to match the capacity of the park (i.e. number of toilets, amount of parking, sensitivity of the ecosystem).
- The organizer(s) is/are responsible for ensuring that planned activities are conducted in a safe, orderly manner, with no damage to the park or disturbance to other park users and that all park facilities and grounds are left in the same condition as when the group arrived.
- The CVRD reserves the right to cancel an event or activity due to unforeseen circumstances and shall not be responsible for any costs or damages to the school/organization or others as a result of such cancellation.
- Failure to follow the terms and conditions will result in the denial of any further Volunteer Activity & School Group Field Trip Requests from the applicant.

Application Submission

Field trip requests must be submitted to the CVRD Parks & Trails Division no less than 30 days prior to the proposed visit. Please note that late requests cannot be accommodated. Applications can be submitted by email to Parks.Events@cverd.bc.ca or in person at 175 Ingram Street, Duncan BC, V9L 1N8. Please direct any inquiries to this email address or by phone to 250.746.2660.

Waiver

- By signing this application, the applicant acknowledges and agrees to abide by the code of conduct and that the information provided is accurate and correct.
- The visiting group will use the park at their own risk and agrees that the CVRD has made no warrants or representations respecting the suitability or condition of the facilities.
- **Volunteer Activity Photo Consent:** I give the Cowichan Valley Regional District the right and permission to utilize photographs, film or other images taken of the group participating in parks-related activities. I understand that my photograph/image may be used in promotional materials including but not limited to posters, website, social media, brochures, newsletters, and newspaper articles.

☐ I Agree ☐ I Do Not Agree

Authorized representative signature

Please print name

CVRD Approval

Outcomes (CVRD Internal Use Only)

Total Volunteers:

Total Volunteer Hours:

Work completed: (amount of invasives removed, meters of trail etc.)

Notes: