
Date of Issue:	September 16, 2010	Effective: Until revoked or modified
Subject:	ONTARIO YOUNG TRAVELLERS PROGRAM: VISITS BY STUDENTS FROM NORTHERN ONTARIO TO THE PROVINCIAL CAPITAL	
Application:	Directors of Education of District School Boards with Eligible Schools Supervisory Officers of the Moosonee District School Authority Board and Moose Factory Island District School Authority Board	
Reference:	This memorandum replaces Policy/Program Memorandum No. 60A, November 1, 1992.	

PURPOSE OF THE PROGRAM

The purpose of this program is to encourage teachers of Grades 7 and 8 in schools in Northern Ontario to plan a visit for their classes to the Ontario Legislature in Toronto and to such cultural attractions as the Royal Ontario Museum, the Ontario Science Centre, the Art Gallery of Ontario, and Ontario Place. The Ontario Young Travellers Program provides financial support for such visits.

ELIGIBILITY

Eligible schools are those that are north of the southern boundaries of the District Municipality of Muskoka and of Haliburton and Renfrew counties, and north of Highway 28 in Hastings County.

The following are eligible classes:

- Grade 8
- mixed Grade 7 and Grade 8
- Grade 7, if Grade 7 is the last grade in an elementary school

At the beginning of each school year, the ministry will inform school boards¹ with eligible schools of a base annual subsidy allocation. A board may then submit an application to the ministry for all eligible, interested schools.

* Limited distribution

1. In this memorandum, *school board(s)* and *board(s)* refer to district school boards and school authorities.

GENERAL TERMS AND CONDITIONS

Application Process

- School boards will coordinate the internal application process for all eligible, interested schools. Boards will review the submissions from individual schools. Boards must then list the schools in order of priority on the second page of the application form (see the Appendix) that they submit to the Ministry of Education.
- A school board may submit only one application.
- The application form will be signed by the director of education or, in the case of a school authority, the appropriate supervisory officer.
- The local regional office of the ministry must receive the completed application form by November 30 of the school year in which the proposed trips are to take place.

Approval and Payment of Subsidy

- The ministry will review all applications. Late applications will not be considered.
- In cases where a board's request for funding exceeds its base annual subsidy allocation, the ministry may provide an additional subsidy if funds are available. (Additional funds may be available if other boards do not require funding for such trips.) Funding is guaranteed only for the maximum amount of subsidy identified by the ministry.
- Boards will be notified of their subsidy amounts by the regional office no later than mid-January. If the number of students and chaperones actually traveling is less than the number specified on the application form, a revised calculation will be made. If the number of approved students and chaperones is greater than the number specified on the application, no adjustment in the subsidy amount will be made. Where boards incur additional costs related to meeting the needs of students with disabilities, consideration will be given to providing additional funds. (Additional funds may be available if other boards do not require funding for such trips.)
- Directors of education will be required to sign a transfer payment agreement with the ministry.
- As part of this agreement, boards will be required to submit a brief report on their schools' trips and a complete financial statement no later than July 15 of the same school year. Funds will be transferred to the board upon receipt of the financial report indicating actual expenditures.

Travel Arrangements

- The board is responsible for all arrangements for travel, accommodation, and excursions, including itineraries. For visits to the Ontario Legislature, the bilingual “Application for Tour of Legislative Building” form is provided separately along with this memorandum.
- Trips will be subject to all board policies and procedures pertaining to field trips, including requirements for liability insurance coverage and board compliance with the Human Rights Code.

Travel Subsidy

The Ministry of Education provides a grant for each student and one chaperone per ten students. The program provides funding as follows:

- \$0.03 per kilometre towards the cost of travel from the school to Toronto and back
- \$46 towards the cost of meals and accommodation, if the school is more than 800 kilometres (one way) from Toronto

For schools without road access to a major centre, fifty per cent of the cost of travel is covered for the most economical mode of travel – air or rail – to the nearest commercial centre. The normal subsidy schedule will be applied from that centre to Toronto.

APPENDIX: APPLICATION FORMS

**ONTARIO YOUNG TRAVELLERS PROGRAM
APPLICATION FORM FOR SCHOOL BOARDS**

The collection of this information is authorized by the Education Act, R.S.O., 1990, c. E.2. This information is used by ministry staff for administrative and audit purposes.

Application date

Name of board

Board contact

Telephone number

Address of board (street, city/town, postal code, telephone number)

Total funding requested

I declare that the board has complied with the requirements and conditions in Policy/Program Memorandum No. 60A.

Signature of Director of Education

Date

Prioritized list of schools for which funding is requested from the Ontario Young Travellers Program

School Name	City/Town	Km from Toronto (one way) (K)*	Number of Students (S)*	Number of Chaperones (T)*	Proposed Travel Dates	Transportation Costs (\$) (C1)*	Accommodation Costs (\$) (C2)*	Air/Rail Costs (\$) (C3)**	Total Costs (\$) (C)***
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
Grand Totals									

*C1 = \$0.03 x 2 x K x (S + T); C2 = \$46 x (S + T) if K > 800 km

**C3 is 50% of the cost of air or rail travel to the nearest commercial centre for schools without road access to a major centre

***C = C1 + C2 + C3

REQUEST FOR TOUR OF THE ONTARIO LEGISLATIVE BUILDING

NAME OF SCHOOL: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

CONTACT PERSON: _____

CONTACT EMAIL: _____

NUMBER OF STUDENTS: _____

NUMBER OF CHAPERONES: _____

GRADE: _____

30-MINUTE TOUR: ENGLISH ____ FRENCH ____

PREFERRED DATE OF TOUR: First choice _____

Second choice _____

PREFERRED TIME:

First choice _____

Second choice _____

GALLERY SESSION (Optional – an additional 30 minutes): YES ___ NO ___

SPECIAL NEEDS:

RETURN APPLICATION TO:

PARLIAMENTARY PROTOCOL AND PUBLIC RELATIONS

By fax: (416) 325-7489

Or call: (416) 325-7500