**Excursion/Incursion/Event Planner**  
*(For all excursions, visits, carnivals & camps)*

**Pre-Approval:** This section is to be completed and signed before bookings are finalised and permission notes sent home.

| Excursion Destination: ___________________________ | Date/s: ________________ |
| Coordinator: ______________________ | Staff Attending: ______________________ |
| Number of Students: ___________________________ | Classes involved: ___________________________ |
| Impact on student learning: ___________________________ | |
| First Aid Officer: ______________________ | Qual/Date: ___________________________ |

**Items to consider:**
- [ ] School calendar
- [ ] Appropriate perceived risk
- [ ] Approximate cost $_____

**Included with this proposal:**
- [ ] Destination availability
- [ ] Transport quote (Bus/ Walking/ Private vehicle) Please circle

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**This excursion has been given pre-approval by team leader**
Name: __________________ Signature: __________________ Date: __________

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**Approval:** Once pre-approval has been sought, complete the following

**Costing (see Business Manager)**
*(Excursions cannot make a profit)*

| Transportation: ________________ | Event: ________________ | Other: ________________ |
| Total Cost Per Student: ________________ |

Costing for this excursion/event has been approved by the Business Manager.
Name: __________________ Signature: __________________ Date: __________

**Documents to accompany this form to give to team leader**
- [ ] Final permission note
- [ ] Activity confirmation: __________________ Date/Reference: __________________
- [ ] Transportation confirmation: __________________ Date/Reference: __________________
- [ ] Risk Management forms: __________________
- [ ] Camps/Outdoor Forms: __________________ Date of approval: ________________ (completed 6 weeks prior)

**Other requirements**
- [ ] Addition to school calendar slip passed on to Executive responsible
Date for distribution of note: ________________ (Please allow 2 business days)

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**This excursion has been approved by team leader and permission note may be copied and distributed by front office.**
Name: __________________ Signature: __________________ Date: __________

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**Office use:** Copies made and distributed to
- [ ] Classes involved
- [ ] Principal
- [ ] Deputy
- [ ] Executive
- [ ] Front Office
- [ ] Risk folder
Excursion: ________________________________  Date: ______________________

Coordinating teacher: ________________________________

Coordinating teacher to ensure:

After Approval:

☐ Permission note saved in the Excursion folder in the ‘G’ drive.
☐ Risk Management saved to Risk Management folder in the ‘G’ drive
☐ Staff Duty Swap arranged (For each staff member going)
☐ Mobile Phone arranged for the day and number given to Office.
☐ Provisions made for children not attending (Office & Executive advised)

Day of Activity:

☐ Duties Swap noted on ‘Blurb’ (for all involved staff)
☐ Provisions made for final children not attending – Office/Executive Notified.
☐ First Aid kit collected
☐ Staff whereabouts recorded in Variation of Location Book (Staffroom)

Coordinator to Advise:

☐ Music Staff  ☐ Japanese Staff  ☐ Music tutors
☐ EALD  ☐ Library
☐ Canteen  ☐ Chess

I have adhered to the section above:

Name: ______________________  Signature: ______________________  Date: ________________

This documentation is to be returned to front office with a copy of students attending and phone numbers of accompanying adults prior to going on excursion.