

# JOHN TONKIN COLLEGE

## FORM A

### Educational Excursions NOT involving an overnight stay

### APPLICATION FORM

Name of Teacher in Charge: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Excursion to: \_\_\_\_\_

Reason for Excursion: \_\_\_\_\_

*(A proposed itinerary and list of activities must be attached)*

Venue: \_\_\_\_\_

Dates (inclusive): \_\_\_\_\_

Times: Departure: \_\_\_\_\_

Return to School: \_\_\_\_\_

#### STUDENT DETAILS:

Number of Students: \_\_\_\_\_ Year level(s): \_\_\_\_\_

#### SUPERVISION DETAILS:

Mobile Phone Number: \_\_\_\_\_

Teachers attending: \_\_\_\_\_

Other adults attending: \_\_\_\_\_

*(A volunteer declaration is required for all non-DOE employees  
adults involved in the Excursion)*

# JOHN TONKIN COLLEGE

## FORM A (continued)

### TRANSPORT:

**Type:** (eg. public transport, walking, etc) \_\_\_\_\_

**If Bus:** Driver's name and licence categories (not needed if commercial bus and driver are to be hired). \_\_\_\_\_

### SOURCES OF FUNDING:

Student contribution: \$ \_\_\_\_\_

School contribution: \$ \_\_\_\_\_

Fund Raising: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

### EXCURSION DETAILS:

YES NO

If over 20 children are attending, has the CANTEEN been notified?

Has the excursion checklist been completed?  
*(This is to be attached to this application)*

Has the emergency response plan been developed?  
*(This is to be attached to this application)*

**Teacher-in-Charge of Excursion's Signature:** \_\_\_\_\_

**HOLA / TIC Signature Approval and Signature:** \_\_\_\_\_

**Associate Principal's Signature and Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please forward a final copy of the itinerary with excursion contact numbers and student list to Associate Principal or Principal immediately prior to departure. (If excursion is to occur during school holidays these details should be lodged with District Office – See Principal).**

**Please note: Any excursion which incurs a cost to the school must be discussed with the Corporate Services.**