

DARAMALAN COLLEGE

INTERSTATE AND/OR OVERNIGHT EXCURSION

APPLICATION PROCEDURES

Procedures

No information will be given to parents and students until approval for the excursion has been given. Accommodation and travel bookings are not to be made until approval has been granted by the Principal or Deputy Principal.

Submit Interstate and/or Overnight Application Form as part of the process for setting dates in the College calendar for the following year.

1. The excursion application is to include:
 - a. completed Excursion Form for Overnight and/or Interstate Excursion
 - b. risk assessment for interstate and/or overnight excursion including emergency procedures
 - c. itinerary
 - d. any proposed letters for students and parents
 - e. invoices and details of any costs involved with the excursion
 - f. potential list of students who may attend the excursion
 - g. List of students with identified medical considerations and the strategies in place to mitigate risk for the student
 - h. proposed payment plan for students and parents
 - i. proposed staffing for the excursion
2. The excursion organiser submits an excursion application to the Subject Coordinator for approval and to the Assistant Principal(s) Pastoral Care to review the student list attending. If there is a cost involved the Accounts Payable Officer must approve the application before it is submitted to the Deputy Principal.
3. The Deputy Principal will contact the excursion organiser to let them know when the excursion has been approved.
4. The excursion organiser will seek permission from the Deputy Principal before booking accommodation and travel arrangements.
5. The Business ~~U~~

The excursion organiser will email the Deputy Principal a list of participating students. This list must