

Approval of a Regular or Optional Excursion

Category 1 and 2

Head of Establishment Approval Only

1 Information

Group/School/Organisation Name _____

Address _____

Tel No _____

2 Excursion Details

Date _____

Location _____

Location Contact Tel No _____

Depart Time _____

Return Time _____

Description of Excursion _____

3 Transport Details (including company name and tel no when hiring)

4 Staffing (including Volunteers)

Group Leader _____

Depute Leader _____

Activity Leader _____

Other _____

Other _____

Other _____

5 Participants

Number _____ Age Range _____

Females _____ Males _____

Staff/Participant Ratio _____

6 Checklist

- Information to participants/parents letter (*attach*)
- Excursion Risk Assessment (*attach*)

7 Homebase Contact Details

24/7 Contact

Name _____

Tel _____ Mobile _____

8 Declaration

I submit for approval, this application for an excursion on the understanding that I have planned and will conduct the excursion in accordance with Perth & Kinross Council's Planning, Managing and Evaluating Your Excursion document.

Group Leader _____

Date _____

9 Approval

I have read the necessary paperwork including the risk assessment and I approve the above excursion.

Head of Establishment _____

Date _____

Please now file appropriately with other related paperwork for future reference.