



CAMP/EXCURSION CHECKLIST

Updated: 2020
Review: 2024

- Initial Proposal for Approval completed to add to calendar (approval by Exec)
- HOLA to add to College Calendar (if not already on the Calendar)
- If Interstate/Overseas trip - DOS approval required re: student behaviour
- Parent Letter Draft sent to Camps Coordinator (4-6 weeks prior to Excursion - at least 1-2 terms if Overseas)
- If fee is involved, please allow extra time for parents to provide payment***
- If parents have to pay a fee, please ensure you have the student names approved by Finance Team ***before*** sending the letter
- Student List sent to Camps/Excursion Coordinator (send this with the parent letter)
- Parent Letter & Medical/Permission forms given to students (at least 4 weeks prior to Excursion)
- If money is involved, please allow extra time for parents to provide payment***
- Relief coordinator advised of the staff members attending camp (at least 4 weeks prior to Excursion)
- Attendance advised of students attending the camp (at least 2 weeks prior to Excursion)
- Risk Management completed and sent to Camps Coordinator (at least 2-3 weeks prior to Excursion)
- Risk Management signed off by Deputy T & L (at least 2 weeks prior to departure)
You cannot go on a camp without having this signed off by Deputy
- All Medical/Permission forms and payment received (at least 2-3 days prior to Excursion)
- Organised a camera and checked the Student Media Consent list.
Please note: Following the camp/excursion, please ensure an article is submitted for the Newsletter in a timely manner.
- First Aid Kit collected from the PC
- Attendance taken and given to Attendance in the PC before you leave the College grounds.

If the trip is overseas or interstate please ensure you allow enough time for payments, passports, immunisations etc. to be completed

If the Front Office hasn't received a medical form for a student, that student is unable to attend the trip, please liaise with Front Office and assist in the chasing up of these.