



# TIWI COLLEGE

## FGH Excursion Form

This form is to be used whenever a the students of a FGH are to be taken outside the school for an excursion. This form is to be submitted to the FGH Coordinator on the Monday, the week of the excursion at the latest.

Staff in charge: \_\_\_\_\_

Date submitted: \_\_\_ / \_\_\_ / \_\_\_

Date of Excursion: \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon	Tues	Wed	Thur

FGH (s) involved: \_\_\_\_\_

Number of students involved: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Other Staff:

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Location of excursion: \_\_\_\_\_

Vehicle required? Hilux  Coaster  Troopy  Commuter

Signed: House Parent: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

FGH Coordinator: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_



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## ON THE DAY OF THE EXCURSION

(please tick as you complete)

1.  An accurate list of students who board transport should be given to the FGH Coordinator
2.  Take a copy of relevant medical forms and a first aid kit
3.  Take satellite phones, emergency water & vinegar (if required)
4.  A copy of this form must be left with the FGH Coordinator upon departure

Signed: \_\_\_\_\_ (Organising House Parent)

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