

LOCAL EXCURSION APPROVAL FORM

**PURPOSE:** \_\_\_\_\_  
\_\_\_\_\_

**RELEVANCE TO CURRICULUM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_ **DESTINATION:** \_\_\_\_\_

**DEPARTURE TIME:** \_\_\_\_\_ **RETURN TIME:** \_\_\_\_\_

**COST PER STUDENT:** a) Activity Fee \$ \_\_\_\_\_  
b) Transport Fee \$ \_\_\_\_\_

**CLASSES/STUDENTS INVOLVED:** (indicate No. of students) \_\_\_\_\_  
\_\_\_\_\_

**TEACHERS/SUPERVISORS:** \_\_\_\_\_  
(Ensure ratio of 1:15) \_\_\_\_\_

**METHOD OF TRANSPORT:** \_\_\_\_\_

Total Cost of Transport \$ \_\_\_\_\_

Total Cost/Student Fee \$ \_\_\_\_\_

Total Cost of Trip \$ \_\_\_\_\_

Cost of Supply Teacher \$ \_\_\_\_\_

**CLASSES TO BE COVERED:** \_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_ **TEACHER IN CHARGE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ (Principal's signature)

**HIGH-RISK ACTIVITY APPROVAL:** \_\_\_\_\_ (Director's signature)