

**Trip Approval Form** – Return the completed form to the Rector (or designated deputy) well ahead of the event. Please use continuation sheets as necessary to provide relevant details.

|  |  |
| --- | --- |
| Proposed Trip Name |       |
|  |
| Organiser’s Name |       |  | Telephone |       |
|  |
| Role |       |  | Email |       |
|  |
| Church | St Andrew’s / All Saints |  | Section / Age Group |       |
|  |
|  |
| Event Leader (if not Organiser) |       |  | Telephone |       |
|  |
| Address |       |  | Email |       |
|  |
|  |
| Venue Name |       |  | Telephone |       |
|  |
| Venue Address |       |
|  |
| Event Website |       |
|  |
|  |
| Event Dates (and if possible times) | Number of Nights |       |
|  | From |       |
|  |  |  |
|  | To |       |
|  |  |  |
| Transport Summary |       |
|  |
| Approx. Numbers Attending | Total |       |
|  |
|  | Under 18  |       |
|  |  |  |
|  | Vulnerable Adults |       |
|  |  |  |
|  | Leaders |       |
|  |
| Type of Event (e.g. sleepover, hike, etc.) |       |
|  |
| Any Special Activities (e.g. those requiring particular supervision or permits) |       |
|  |
| Cost and funding info. |       |
|  |  |
|  |  |
|  |  |
| Home Contact Details | Name |       |
| Telephone |       | Email |       |
| Address |       |
|  |
| Have you used a continuation sheet? | Yes / No |
|  |
|  |
|  |
| Approved by |  | On date |  |
| Details of all those attending to be left with |  |