



**Event approval from board and principal**

*To be completed by the principal and board of trustees chairperson.*

To the teacher in charge:

Tick

We have studied this application and are satisfied with all aspects including the planning, organisation and staffing of the EOTC event. Approval is given.

- a. Please ensure that we have all relevant information including: a final list of students; staff and volunteers; details of parental consent; and a detailed itinerary (including maps) at least seven days before the group is due to leave.
- b. Your report and evaluation of the EOTC event, including details of any incidents, should be with us as soon as possible but no later than 14 days after the group returns.

We have studied this application and require the following information or specific changes before approval can be given.

Principal's name

Signed

Date

Board of trustees chairperson's name

Signed

Date

A copy of the completed application for approval and details of any subsequent changes should be retained by the Principal/Board.