**Loreto College Marryatville**

**Day Trips/Excursion Proposal Form**

**Complete and submit to the Director of Administration no later than two weeks before the excursion.**

Year level: Subject:

Proposed date:

Length of excursion: Number of students:

Names of teaching staff:

Person responsible for first aid:

Venue name:

Venue address:

Venue phone number/mobile phone number:

School based contact person:

Travel arrangements:

Costing:

Dress requirements:

Food/drink requirements:

Describe the excursion: (In one or two paragraphs describe where you will be going.)

Aims of the excursion: (In one or two paragraphs explain why you believe this excursion would be beneficial to the group’s learning.)

Describe activities that may occur before, during and after the excursion that will develop the following skills:

1. Research skills
2. In-text referencing
3. Drafting
4. Interview skills
5. Public speaking