

Summer & Day Camp Business Guide

Trip approval card

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Destination and purpose

Approved dates and weather limits

Provider and written responsibilities

Vehicle, driver, restraints, and accessible travel

Group lists and named leaders

Counts and vehicle-sweep process

Food, toilets, health, and medicine plan

Emergency contact and exact access point

Alternative destination or cancellation plan

Family notice and required consent

Full trip cost and refund exposure

Final approval
