

Pre-departure notification for off-campus activities in urban areas

This form should be lodged with the **Head of academic/administrative unit or their nominated delegate** prior to the trip commencing. All details should be supplied with the completed checklist

Academic/Administrative Unit: _____

Date form completed: _____

Off-campus activity: _____

Destination(s) (include map and references): _____

Date(s): _____

Participants

Note: The recommended staff/student ratio is 1:10 and a ratio of less than 1:20 is not advisable.

Where possible, there must be male and female supervisors for activities involving male and female students.

(If preferred, attach a list). Please indicate participant status (staff member, postgraduate, honours or undergraduate student, volunteer)

Participant Name	Participant status	Participant ID Number

Safety Officer: _____

Qualified First Aiders (name and level)

Name	Level

Communication

Phones (Make & model type): _____

Phone numbers: (1) _____ (2) _____

Trip details

Departure: Time: _____ Date: _____

Proposed Route: _____

ETA Destination: Time: _____ Date: _____

Proposed Return Route: _____

Return ETA: Time: _____ Date: _____

Staff member(s) in charge

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____