

# APPLICATION FOR A DAY TRIP/GROUP OUTING (and Guide Notes)

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### Group Leader/Deputy

Please complete this questionnaire as fully as possible using both sides of the paper. Please do not leave any boxes blank, if the question does not apply to your group please write N/A in that box.

All Children must be under the age of 18. Only essential Key Carers will be funded. Any additional adults would need to be self funded. In addition to this we ask you to nominate a group leader plus a deputy group leader.

Name of Group

(For example school, special needs group etc.)

Address

Postcode

Daytime Telephone Number  Fax Number

Name & Telephone No. of Group Leader

Name & Telephone No. of Deputy Leader

(It is the responsibility of the group leader and in turn the deputy to ensure that written parental permission is given for the child to attend the group outing).

### Destination Request

Please state 3 destinations in order of preference.

(Please attach any leaflets etc you have available on the chosen destinations)

1.

2.

3.

### Date of Request

Please pick 3 dates in order of preference, at least 9-12 months from submitting this application.

(These will be provisional dates only)

1  2  3

**PLEASE NOTE: YOUR APPLICATION IS PLACED ONTO A WAITING LIST AND WE MAY NEED YOU TO RE-SELECT DATES, IN THIS EVENTUALITY WE WILL WRITE TO YOU.**



## What We Will Normally Fund

We will meet the costs of the day trip/group outing for all the children under the age of 18. We will also meet the costs of 'Key Carers'. Non essential adults would need to be self-funding. The items that we can fund are tickets/passes etc, transport, souvenir and refreshments. (Souvenirs are for children only).

## Fastrack Applications

If you are applying for a day trip/group outing for children suffering from a life-limiting condition, then the application may be expedited. If you are applying under this category, please tick here

Pick up point address

Pick up time

Drop off time

It is the responsibility of the parents/guardian to ensure that all parties are assembled at the collection point at the time and date designated by the group leader and in turn the deputy.

In addition it is the responsibility of the child's parent/guardian to ensure that the child's medication (if needed) is handed to the care team with full written instructions.

## Wheelchair Users

Are any of the children confined to a wheelchair

YES

NO

(please circle correct one)

If YES, how many are confined to a wheelchair

Of those confined to a wheelchair, how many have to stay IN the wheelchair in transport

Venue

## Transport

Do you have any coach companies in your area that you use who you would like to recommend. If so, please give name and telephone number below.

Special dietary requirements and food allergies

Special needs

**Funding Required** Please tick what you would like us to fund.

Tickets/Passes etc

Transport

Refreshments

Number of Children you are applying for

Number of accompanying 'Key Carers'

Number of non-essential adults (self-funding)

Number of Children who will benefit by age:

3-5

6-10

11-16

17

Number of Children who will benefit by ethnicity:

People of Indian Origin

People of African Origin

White

People of Bangladeshi Origin

People of Chinese Origin

Other

(please tell us which)

People of African Caribbean Origin

Irish Travellers

People of Pakistani Origin

Irish People living outside Northern Ireland





