

Draft of a trip record sheet from use with the Children's fund family trips

The top half of the sheet is used to record details of each family which the relevant responsible worker can keep.

This allows different individual workers to be responsible for a different group of families and thus spread the work load.

The bottom half is cut up to give to each 'group leader' so they have the essential information easily at hand.

Trip to:

Date:

Back on bus time:

Responsible worker:

Family / group	No. of people in group	Parent/carer name	Contact no. (for use for little things)	Emergency contact (for use in case of real emergency)	"On the bus" check...				

"Business cards" to be given to each parent/carer / group leader for use in case of an emergency:

Trip: Date: Responsible worker: Emergency contact: Back on the bus time:	Trip: Date: Responsible worker: Emergency contact: Back on the bus time:	Trip: Date: Responsible worker: Emergency contact: Back on the bus time:
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