

TRIP COVER LETTER

One Suggestion

Information to Parents/Caregivers

Parents should be sent full information about the trip. This should usually include a cover letter, parental consent form, and health profile.

Cover letter

The following is a recommended checklist of things to include:

- Date of letter
- Name and dates of event
- Start and Finish times and dates
- Group involved
- Destination address, phone (if applicable), description, and itinerary
- Transportation arrangements
- Staffing, including relevant experience and qualifications
- Costs
- Clothing and equipment required
- Rules- special rules beyond the schools policies
- Contingency plans
- Dates by which to return consent and health profile forms
- Signature of author