



**G S College**

Where Quality Meets Potential In Creating Your Tomorrow Today

# Central Office

P O Box 3475  
Standerton  
2430

## POLICIES AND PROCEDURES FOR FIELD TRIPS BY CAMPUSES OF THE GERT SIBANDE COLLEGE

1. Central Office must be notified (1 month) before the commencement of the intended field trip(use submission of intent form).
2. Five days after the submission of the intent form has been received by central office, the organizer may finalize a date and time for the intended field trip.
3. A letter of confirmation from the company verifying the date must be submitted to central office.
4. Trip must be relevant and educational.
5. Travel expenses for the field trip must be minimized by using a service provider closest to the campus. If a service provider that is further away is used a letter of motivation must be sent to Central Office. Central Office reserves the right to cancel the trip if the motivation is not acceptable.
6. It is the responsibility of the organizer to organize transport and to ensure that a temporary arrangement for short term insurance is made to cover students for the duration of the trip in case of accidents.
7. The organizer must obtain roadworthy certificate from transport service provider.
8. The cost of the trip must fall within the budget of the campus concerned.
9. The campus must submit an invoice to central office for payment.
10. Organizer must write a letter of thanks to all service providers.
11. A written report of the trip must be completed by the organizer and handed in to the campus manager and could form part of the monthly report to Head Office.
12. It is imperative that the lecturer concerned should accompany students on the field trip. The lecturer must keep his cell phone on at all times.
13. Copies of all documents must be submitted to Central Office.

VERSION	ORIGINAL	1	2	3
Date	Jan 2005	Nov 2005		



ISO 9001:2000  
Certificated

**Process Owner:** CEO  
**Version No:** 1  
**Version Date:** 24 November 2005

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GS Policy 18 Rev 1

**FIELD TRIPS**

**SUBMISSION OF INTENT FORM**

CAMPUS NAME \_\_\_\_\_

SUBJECT FIELD \_\_\_\_\_

PURPOSE OF VISIT \_\_\_\_\_

MOTIVATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF DEPARTURE \_\_\_\_\_ TIME OF DEPARTURE \_\_\_\_\_

DATE OF RETURN \_\_\_\_\_ TIME OF RETURN \_\_\_\_\_

SERVICE PROVIDER \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON (SERVICE PROVIDER) \_\_\_\_\_

NAME OF ORGANISER \_\_\_\_\_ CELL NO \_\_\_\_\_

COST IMPLICATIONS \_\_\_\_\_

TRANSPORT PROVIDER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT DETAILS (TRANSPORT) \_\_\_\_\_

DETAILS OF SHORT TERM INSURANCE: \_\_\_\_\_

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**SIGNATURES:**

\_\_\_\_\_

**H.O.D**



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**CAMPUS MANAGER**

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**Process Owner:** CEO  
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C.E.O



# Central Office

P O Box 3475  
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## CHECKLIST FOR PROCEDURES FOR FIELD TRIPS

ITEM	YES	NO
Central Office notified 30 days before commencement of trip		
Company contacted to arrange date and time of trip		
Letter of intent from company submitted to Central Office		
Transport and Accommodation Letters		
Short term insurance organized		
Transport arranged		
Order for transport filled in		
Invoice submitted to Central Office for payment		
Letter of thanks to company		
Letter of thanks (Copy) submitted to Central Office		
Report of trip handed in to Campus Manager		
Lecturer accompanies students		
Certificate of Roadworthiness		
Cellphone number of co-ordinator		

