



# PINNACLE COLLEGE IN SCHOOL ACTIVITY FORM

This form must be completed to obtain permission from the School Management to conduct an activity within the school premises. Council permission is required for food stalls. At least 2 weeks' notice must be given.

**1. Staff Name:** \_\_\_\_\_ Date:     /     /

Type of Activity:    Incursion            Departmental Activity            Fundraising            Other: \_\_\_\_\_

Date:                 /         /                           Time: \_\_\_\_\_                   Venue: \_\_\_\_\_

Nature: \_\_\_\_\_

Purpose: \_\_\_\_\_

Cost of the activity per student:

Class(es) involved in this activity: \_\_\_\_\_

Details of Activity: (eg. students need to be outside the class for preparation, venue preparation, schedule of program)

**2. Curriculum Coordinator:** \_\_\_\_\_ Name: \_\_\_\_\_

Approved.            Not approved

Reason for non-approval: \_\_\_\_\_

Date:                 /         /                           Initials: \_\_\_\_\_

Checklist :

**3. Campus Coordinator:** \_\_\_\_\_ Name: \_\_\_\_\_

Approved.            Not approved

Reason for non-approval: \_\_\_\_\_

Date:                 /         /                           Initials: \_\_\_\_\_

Checklist :

Staff briefed