# Excursion documentation

Below is a summary of the minimum requirements for documentation for each type of excursion. This table is intended to be used together with the [Excursions policy and guidance materials on PAL](https://www2.education.vic.gov.au/pal/excursions/policy) where you will find detailed information.

|  | Local Excursion | Day Excursion | Overnight Excursion | Interstate\* | Overseas | Adventure Activities |
| --- | --- | --- | --- | --- | --- | --- |
| Local Excursions Annual Consent Form | X |  |  |  |  |  |
| Notification of Local Excursions | X |  |  |  |  |  |
| Reminder to update medical information | X | X |  |  |  |  |
| Consent Form |  | X | X | X | X | X |
| Medical Information Form - Day Excursions involving Adventure Activities |  |  |  | If a day excursion involving adventure activities |  | X |
| Medical Information Form - Camps and Overseas Excursions |  |  | X | If a camp/ overnight excursion | X |  |
| Evidence of Risk Assessment Template | X |  |  |  |  |  |
| Risk Register |  | X | X | X | X | X |
| Log Excursion on SAL | X | X | X | X | X | X |
| Staff Travel Application |  |  |  | X | X |  |
| Excursions ­– Principal Approval Form |  |  | X | X | X | X |
| Emergency Management Plan |  |  | X | X | X | X |
| Pre-Activity Check for Adventure Activities |  |  |  |  |  | X |
| Documentation of participant preparation, prerequisite skills/ knowledge |  |  |  |  |  | X |
| Documentation of staff qualifications and experience |  |  |  |  |  | X |
| Communications Plan |  |  | Depending on location | Depending on location | X | Depending on location |