



South Boys Volleyball Attachments

Please ensure you are familiar with [Excursion Implementation Documents](#) and the [procedure](#), and an Excursion has been created for you on SAS by the Excursions Coordinator.

Attachments - Make a Copy/save each file to the relevant term folder: Stromlo Staff Drive > Excursions > Term x 202x > “[New Folder by Excursion Name]”

You can either

(1) provide a link to the folder that contains the below listed documents here:

Link to folder	https://drive.google.com/drive/folders/1dpcMCy6e_Y7lPA9pE6mFvV94JQP4HjSS
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or

(2) provide a link to each file contained in the folder

ITEM	LINK <small>(copy + paste the link to your document, then press the tab key)</small>
<p>Excursion Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> MSHS Excursion information and Permission Note... <input type="checkbox"/> Equipment list (where applicable) <input type="checkbox"/> Medical Information and Consent Form <input type="checkbox"/> Known Medical Condition Response Plan <input type="checkbox"/> List of expected attendees 	
<p>Risk Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Risk Assessment/s (Applications will not be taken without a risk form attached) <input type="checkbox"/> Itinerary and Maps (where applicable) <input type="checkbox"/> COVID Safe Plan (where applicable) <input type="checkbox"/> Accident and Emergency Plan (where applicable) <input type="checkbox"/> Contingency Plan/s <p>For remote excursions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record satellite phone number <input type="checkbox"/> Record PLB expiry date 	
<p>Finance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excursion Costing Sheet 2021 v4.xlsx <input type="checkbox"/> Purchase orders <input type="checkbox"/> Invoices/quotes (where applicable) 	
<p>Third Party details and Accompanying Adults (where applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public liability insurance / certificate of currency <input type="checkbox"/> WWVP <input type="checkbox"/> Risk assessment when available <input type="checkbox"/> Qualifications <input type="checkbox"/> Medical Information and consent form 	
<p>Transport</p> <ul style="list-style-type: none"> <input type="checkbox"/> License Details (for school bus driver) <input type="checkbox"/> Private Vehicle Application <input type="checkbox"/> 3rd party bus provider: copy of WWVP & public liability insurance 	

Once you have linked all relevant documentation, save **this** document to the SAS Excursion 'Attachments'

1) FILE > DOWNLOAD > PDF DOCUMENT > save as '[EXCURSION NAME] ATTACHMENTS' then upload to SAS

 [How to save as a pdf in 10s](#)

2) STUDENT ADMIN > ACTIVITIES > EXCURSIONS > ALL > Select your excursion > ATTACHMENTS > ATTACH FILE

 [How to upload file to SAS in 15s](#)

