

Action Schedule Outings

Result: Destination: _____

Reason: _____
(Purpose, Desired Outcome)

Date of Outing: _____

Departure Time: _____ Return Time: _____

Transportation Method: _____

Transportation Cost: _____ km @ \$0.30 per km totals \$ _____
(Total cost to be shared between participants and submitted to Manager)

Supports Required: _____ **Participants:** _____

Suggested Tasks:

Meds. (Who, Time) _____

Extra Clothes: _____

Support Costs To Be Paid By Individuals: _____

Cost per Person: _____

Total per Person: _____

Key Responsibilities:
 (Tasks Action)

	Assigned To	Date Assigned	Date Due
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

5)	_____	_____	_____	_____
6)	_____	_____	_____	_____
7)	_____	_____	_____	_____
8)	_____	_____	_____	_____
9)	_____	_____	_____	_____
10)	_____	_____	_____	_____
11)	_____	_____	_____	_____
12)	_____	_____	_____	_____
13)	_____	_____	_____	_____
14)	_____	_____	_____	_____
15)	_____	_____	_____	_____
16)	_____	_____	_____	_____
17)	_____	_____	_____	_____
18)	_____	_____	_____	_____
19)	_____	_____	_____	_____
20)	_____	_____	_____	_____
	_____	_____	_____	_____