**The Girls’ Brigade Ireland**

**COMPANY OUTING**

**Please return this form to the office two weeks prior to event**

***(Failure to comply could result in Event not being covered for Insurance)***

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| **COMPANY NAME:** |  |
| **EVENT:**  |  |
| **DATE OF OUTING:**  |   |
| **VENUE NAME:**  |  |
| **Address of Venue:** |  |
|  |  |
| **MODE OF TRANSPORT to venue:** |  |
| **Name of Bus, Rail, Sea, Airline Company *with address:*** |  |
| ***You will need a copy of the Driver’s Insurance cover if travelling by coach during your stay or a Day Trip*** |
| **BRIGADE SECTIONS INVOLVED:** **NB*: (If you bring Brigaders to help, please fill out their Names also)*** |
| **NUMBER OF LEADERS *(CAPTAIN, OFFICERS, HELPERS)* ACCOMPANYING GROUP:** |  |
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| **NAMES OF LEADERS:** |
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| **NAMES OF GIRLS with their age:** |
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| **NAMES OF GIRLS with their age:** |
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In the current session 2019/2020 Companies may use the paper form for outings if they wish. However, Companies can now also utilise the events feature on SportLomo to manage outings/trips/camps etc.

To have this feature switched on for your company please contact Headquarters with all the details of your event **well in advance.**

The benefit of using SportLomo for outings is that you can allow parents to log into their SportLomo account and sign up for any event you create and also pay you directly online (should there be a fee). You can also add additional custom questions for parents to answer such as meal choices or transport arrangements for example.