**BORANG LAWATAN KE LUAR NEGARA**

**UNDANG-UNDANG PELANCONGAN SEKOLAH 1957**

***(APPLICATION FORM FOR VISITATION ABROAD – SCHOOL TOURISM LAW 1957)***

1. NAMA SEKOLAH : ....................................................................................

*(School Name)*

1. NAMA PENGETUA : ..............................................................................

*(Principal Name)*

1. NAMA KETUA ROMBONGAN : ............................................................................

*(Trip Leader Full Name)*

NO. K/P. : ........................................... UMUR : ............................ *(ID/Passportl No.) (Age)*

NO. TELEFON BIMBIT : ..........................................

*(H/P No.)*

ALAMAT RUMAH : .......................................................................................

*(Home/School Address)*

.......................................................................................

1. PEMBANTU-PEMBANTU KETUA ROMBONGAN *(Asst. Trip Leader)* :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BIL  *No.* | NAMA  *(Name)* | NO. K/P  *(ID/Passport No.)* | UMUR  *(Age)* | ALAMAT  *(Home Address)* |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

1. TUJUAN LAWATAN : ...................................................................................

*(Purpose of Trip)*

1. TARIKH DAN NEGARA DILAWATI : ..........................................................................

*(Date & Country of Visit)*

1. JENIS PENGANGKUTAN : KAPAL TERBANG (MALAYSIAN AIRLINES)

*(Transportation Type)*

PENERBANGAN PERGI / *Depart Flight & Time*:

JL 724 2250-0705+1

PENERBANGAN BALIK / *Return Flight & Time*:

JL 723 1100 – 1745

1. JADUAL LAWATAN / *Visitation Schedule* :

|  |  |  |  |
| --- | --- | --- | --- |
| TARIKH/ HARI  *(Date/Day)* | MASA  *(Time)* | NAMA TEMPAT YANG DILAWATI  *(Place of Visit)* | NAMA, ALAMAT PENUH DAN  NO. TELEFON  TEMPAT BERMALAM  *(Name, Full Address, Tel.No. of Overnight Accomodation)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. PUNCA KEWANGAN : .............................................................

*(Source of Financing)*

KUTIPAN WANG/ *Fund Collection*

9.1 PELAJAR-PELAJAR : RM X ......... (bil. pelajar) = RM .............................

*(Students) (no.of students)*

9.2 GURU/PEGAWAI : RM ................. X ........... (bil. guru/staf) = RM......................

*(Teacher/Officer/Staff) (no.of teacher/staff)*

9.3 SUMBANGAN & : RM = RM .

PUNCA LAIN

*(Other sources)* JUMLAH/ *Total amount* = RM ......................

PERBELANJAAN/ *Expenditure*

9.4 TAMBANG PENGANGKUTAN : RM .............. X ........ = RM .........................

*(Transportation Fare)*

9.5 PENGINAPAN : RM .................................

*(Accomodation)*

9.6 BAYARAN PROGRAM : RM .................................

*(Program Fee)*

9.7 MAKANAN / MINUMAN : RM .................................

*(Food/Drinks)*

9.8 INSURAN : RM .................................

*(Insurance)*

9.9 PERKHIDMATAN JURUPANDU : RM ................. X ........= RM ........................

*(Tour Guide Service)*

9.10 KONTIJENSI : RM .....................................

*(Contigency)*

JUMLAH/ *Total Amount* = RM ...........................

1. NAMA GURU/PEGAWAI YANG DIBENARKAN MENGUTIP DAN MEMBELANJAKAN WANG/ *Teacher/Officer Permitted to Collect & Dispense Money* :

|  |  |  |  |
| --- | --- | --- | --- |
| Nama Penuh  *(Full Name)* | Pekerjaan  *(Designation)* | No.K/P  *(ID/Passport No.)* | Alamat  *(Full Address)* |
|  |  |  |  |

1. SENARAI NAMA PELAJAR-PELAJAR DAN GURU YANG MENYERTAI ROMBONGAN/ *Name of Students & Teachers Participating in Trip* :

11.1 Senarai Guru/ Kakitangan/ *Name of Teachers & Staff*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bil. | Nama Penuh  *(Full Name)* | Jantina  *(Gender)* | No. K/P  *(ID No.)* | No. Pasport  *(Passport No.)* | Alamat  *(Full Address)* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

(\*Sila tambah *table* guru/kakitangan mengikut jumlah/ *Expand table according to number of teacher/staff*)

11.2 Senarai Pelajar/ *List of Students*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Bil. | Nama Penuh  *(Full Name)* | Jantina  *(Gender)* | Kelas  *(Class)* | No. K/P  *(ID No.)* | No. Pasport  *(Passport No.)* | Alamat  *(Full Address)* |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |

(\*Sila tambah *table* pelajar mengikut jumlah/ *Expand table according to number of students*)

*(Nota:* Senarai nama pelajar hendaklah disahkan oleh Pengetua*/ Note: List of Students must be confirmed by Principal)*

12. PERAKUAN PENGETUA/ *Principal Certification* :

* 1. Persetujuan bertulis ibu bapa / penjaga pelajar telah diperolehi.

*(Parent’s/Guardian’s consent of students must be obtained)*

* 1. Pelajar-pelajar dan guru-guru/pegawai yang terlibat telah diberi taklimat berhubung

dengan peraturan dan langkah-langkah keselamatan.

*(Students and teachers/officers involved have been briefed concerning safety rules*

*and regulations)*

12.3 Guru-guru/Pegawai yang bertanggungjawab ditugaskan menjalankan semua langkah-langkah keselamatan.

*(Teachers/Officers responsible are tasked to carry out all safety rules and regulations)*

Saya dengan ini memperakukan bahawa sepanjang pengetahuan saya segala keterangan yang diberikan dalam borang ini adalah betul dan benar.

*I hereby certify to the best of my knowledge that all information provided on this form is accurate and true.*

.........................................................................

(Tandatangan Pengetua/ *Signature of Principal*)

Nama Penuh: ...................................................................................

*(Full Namel)*

Jawatan dan Cop Rasmi Sekolah: ...................................................

*(Position & Official School Stamp)*

**LAMPIRAN 2 - ANALISIS MAKLUMAT LAWATAN**

*(Attachment 2 – Visitation Information Analyses)*

1. Nama Sekolah : .

*(School Name)*

2. No. Telefon : .

*(Tel. No.)*

3. Tarikh Insuran Dibayar : .............................. No. Resit Rasmi : ...................................

*(Payment Date of Insurance) (Official Receipt No.)*

4. Nama & Alamat : .

Syarikat Insuran

*(Insurance Company & Add)*  .

5. Lokasi Sekolah : Dalam Bandar / Luar Bandar

*(Location) (Town/ Rural)*

6. Tarikh Lawatan : .

*(Date of Visitation)*

7. Bilangan Pelajar : .

*(No. of Students)*

8. Nama Guru /Pegawai : .

Ketua Rombongan

*(Name of Teacher/Officer Trip Leader)*

9. No. Telefon Bimbit : .

*(H/P No.)*

10. Kategori Destinasi Lawatan (Tandakan ✓ pada yang berkaitan):-

*(Category of Trip Destination/ Tick ✓ Which Relevant)*

10.1 SainsTeknologi :

*(Science Technology)*

10.2 MercuTanda :

*(Landmark)*

10.3 Galeri :

*(Gallery)*

10.4 Sejarah :

*(History)*

10.5 Kesenian/Kebudayaan :

*(Arts/Culture*

10.6 Lain-lain :

*(Others)*

11. Waktu Lawatan : Sekolah / Cuti Sekolah Kali ke : ....................

*(Visit Time) (School Day/ School Holiday) (No.Time Visit)*

12. Penganjuran Kelab / Persatuan : .

*(Association Organisation)*

13. Taburan Peserta/ *Participants Breakdown*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bil. Terlibat  *(No. Involved)* | Lelaki  *(Male)* | | | | Perempuan  *(Female)* | | | | Jumlah  *(Total)* | | | |
| M | C | I | O | M | C | I | O | M | C | I | O |
| Guru/ Pegawai/ Staf  *(Teachers/ Officers/ Staff)* |  |  |  |  |  |  |  |  |  |  |  |  |
| Murid  *(Students)* |  |  |  |  |  |  |  |  |  |  |  |  |
| Jumlah  *(Total)* |  |  |  |  |  |  |  |  |  |  |  |  |

M : Melayu/ *Malay*

C : Cina/ *Chinese*

I : India/ *Indian*

O : Lain-lain/ *Others*