**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. TELEFONTEMPAT 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*