COUNTER APP — TALLY & CLICKER · PRINTABLE SHEET

School Trip Headcount Sheet

Count at every checkpoint, by group, before anyone moves on

HOW TO USE

1. Before leaving, write the expected number per group and the total. Expected = permission slips signed, not the class list.
2. At each checkpoint, every group leader counts their group and reports to the trip lead, who writes the totals below.
3. Do not move on until the count matches the expected number. Write any difference and the action taken in Note.

Trip / destination _____ Date _____

Trip lead _____ Lead's phone _____

Students expected _____ Adults expected _____

Checkpoint	Time	Expected	Counted	Adults	Difference	Match	Note / action
Leave school						☐	
Arrive at venue						☐	
Before lunch						☐	
After lunch						☐	
Before activity						☐	
Leave venue						☐	
Rest stop						☐	
Back at school						☐	
Handed to parents						☐	
						☐	
						☐	
						☐	

GROUPS AND LEADERS

Group	Leader	Students	Adults	Leader's phone

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