**SAMPLE 1**

SAMPLE: APPLICATION TRACKING CHART

## Trip Details:

## Trip Coordinator:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Name | Application received | Background checks received | Interviews conducted | Reference checks completed | Are there any child protection concerns? | Are there any concerns around overall suitability? | Are they approved for the trip? | Comments |
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