



Application for Authority to Conduct an Activity

A5
July 2015

Use of this Form

This form is to be sent by the Leader in Charge to the Leader/Commissioner responsible for approving the activity, taking note of lodgement dates for applications as specified in Safety Standards and Procedures

Leaders should specifically take note of Overnight Activity permissions for their section as outlined in Safety Standards and Procedures

Leaders must be conversant with, and comply with, all rules and regulations as laid down in the current edition of *Policy and Rules* and also the current edition of *Safety Standards and Procedures*

This form shall be completed in full, approved as required and returned for the Leader in Charge of the activity to keep on file as per instructions on IN1 Index of Branch Forms

Leader in Charge Details

Group/Unit/Crew				District			
Leader in Charge of Activity					Appointment		
Address					Postcode		
Home Phone			Mobile				
Email							

Activity / Camp Details

Type of Activity (Sleepover, Pack Holiday, Patrol Camp, Canoeing, Hiking etc)								
Approx. Number of Leaders attending			Male				Female	
Approx. Number of Non Appointed Adults attending			Male				Female	
Approx. Number of Youth Members attending			Male				Female	
Period of Activity	From			AM	PM	Date		
	To			AM	PM	Date		
Name of Activity Site								
Location of Site								
Emergency Contact					Contact Number			
Nominated 1 st Aid Leader								

Please ensure all details on reverse of this form are also completed.

Activity Approval

Youth Member organising activity (if applicable)		Date	
Leader in Charge of activity		Date	
Approval – Qualifications (usually GL/DC)		Date	
Approval – Program (usually PA/BC)		Date	
Approval – Adventurous Activity (as per SS&P)		Date	

Leader attending details

Name									Appointment				
Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	1 st Aid	<input type="checkbox"/>			Bushwalking	<input type="checkbox"/>	Canoeing	<input type="checkbox"/>	Caving	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	Powerboat	<input type="checkbox"/>	Rowing	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	Scuba	<input type="checkbox"/>	Other	<input type="checkbox"/>		

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Climbing	<input type="checkbox"/>	Powerboat	<input type="checkbox"/>	Rowing	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	Scuba	<input type="checkbox"/>	Other	<input type="checkbox"/>		

Attached to Application

Copy of proposed menu (if applicable)	<input type="checkbox"/>		
Copy of proposed program	<input type="checkbox"/>	Dry Weather	<input type="checkbox"/>
Maps and or directions to location of Activity / Camp	<input type="checkbox"/>		

Activity Leader's Checklist

Preparation

1	Check SS&P for activity guidelines	<input type="checkbox"/>
2	Visit activity site if required	<input type="checkbox"/>
3	Arrange transport	<input type="checkbox"/>
4	Plan menu and program (wet/dry)	<input type="checkbox"/>
5	Send A5 Application for Authority form for approval	<input type="checkbox"/>
6	Circular to parents	<input type="checkbox"/>
7	Collect Y4 / A4 forms from all attendees	<input type="checkbox"/>
9	Check equipment required (including first aid kit)	<input type="checkbox"/>
10	Leave copy of Y4 and A4 forms with contact person	<input type="checkbox"/>

On Return Home

1	Is equipment cleaned, dried and stored properly?	<input type="checkbox"/>
2	Post activity analysis by Leader team	<input type="checkbox"/>
3	Letters of thanks to all who helped	<input type="checkbox"/>
4	File all forms for nominated period of time	<input type="checkbox"/>