

Activity Form

Group Name:		Section:	
Warranted leaders	Helpers/Instructors	Others 18+	Young Leaders
Beaver Scouts	Cub Scouts	Scouts	Explorer Scouts
Planned Activity:			
Is form M / C / W required ?	Yes / No		
If yes – who is the holder:			
Date:	Location:		
Time – from:	Time – to:		
Transport Arrangements:			
Additional Information:			
Activity Leader:		Telephone:	Mobile:
Home Contact:		Telephone:	Mobile:
GSL Approval - signed			Date:
Leader in charge - signed			Date:

Notes

1. An Activity Form is required for **ALL** activities away from the Headquarters.
2. An Activity Form should also be used for any activities outside the District; note that these require prior approval of the District Commissioner.
3. An Activity Form is **NOT** to be submitted for activities requiring a Nights Away (NAN) form.
4. The Leader of the activity need not be the holder of an Authorisation and will generally be the senior warrant.
5. The holder of the Form C, Form M or Form W noted above must assume responsibility for the scope and format of the activities undertaken.
6. The Home Contact must:
 - a. Be made fully aware of the responsibilities of the function.
 - b. Use the Resource Centre latest Home Contact sheet.
 - c. Not be related to *any* member of the party.
 - d. Be available (on a landline if possible) for the duration of the activity.
 - e. Be made aware of any last minute changes to participants.
7. Brief details of the activity should be just that, brief. Please provide details of the “from... to...” variety with a description of terrain. For climbing or water activities the accepted grades should be used.
8. The GSL is ultimately responsible for the safety of all Group members and must indicate their approval of the activity. If you do not have a GSL you should obtain DC’s approval.
9. This form must be returned to the relevant ADC or DC at least 7 days before the start of the activity.
10. For any “spontaneous” activities normally requiring this form, you **MUST** contact the DC or ADC for approval. In any circumstances the HOME CONTACT procedures must always be followed.

Failure to comply with any of the requirements of this form may affect you Scout Association insurance cover.