



EVENT ADVICE and APPROVAL

ADVICE OF EVENT													
1. Members Involved (Indicate numbers)	Group:		District:			Region:							
	Joey Scouts:	Cub Scouts:	Scouts:	Venturer Scouts:	Rovers:	Leaders:	Others:						
2. Description of Event													
3. Event Site	Name of Site:				Location of Site:								
	Map Name:				Grid Reference:								
	Scout District:				Nearest town:								
4. Event Duration	From: (Time and Date)			To: (Time and Date)									
5. Nearest Medical Help, (Doctor or Hospital)	Name												
	Address												
	Contact phone number												
6. Adventurous Activities and the person responsible	<p>The program will contain the outdoor adventure activity/activities indicated below. Please attach additional sheets should more space be required.</p> <table border="0"> <tr> <td>Adventurous Activity Area: _____</td> <td>Name of qualified Supervising Adult / Youth Member: _____</td> </tr> <tr> <td>Adventurous Activity Area: _____</td> <td>Name of qualified Supervising Adult / Youth Member: _____</td> </tr> <tr> <td>Adventurous Activity Area: _____</td> <td>Name of qualified Supervising Adult / Youth Member: _____</td> </tr> </table>							Adventurous Activity Area: _____	Name of qualified Supervising Adult / Youth Member: _____	Adventurous Activity Area: _____	Name of qualified Supervising Adult / Youth Member: _____	Adventurous Activity Area: _____	Name of qualified Supervising Adult / Youth Member: _____
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7. Person in Charge of the Event	<p>I acknowledge that I am responsible to ensure that this Event, including the outdoor adventure activity/activities outlined in Section 6, is conducted in accordance with the Policy & Rules of Scouts Australia (P&R), Queensland Branch Scouting Instructions (QBSI), State and Local Government Regulations.</p> <p>Name:Appointment: Date:.....</p> <p>Signature: Telephone:</p> <p>Email:</p> <table border="1"> <tr> <td>If person in charge is a Youth Member:</td> <td>Section leader Name</td> <td></td> <td>Signature</td> <td></td> </tr> </table>							If person in charge is a Youth Member:	Section leader Name		Signature		
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APPROVAL													
8. Event Approval	<p>I am satisfied that this proposed event is planned in accordance with P&R, QBSI, State and Local Government Regulations. (Refer QBSI Section 2.9 - Camping and Outdoor Activities, Chapter 11 - Adventurous Activities)</p> <p>The Event is *APPROVED / NOT APPROVED (*delete one)</p> <p>Name:Appointment: Date:</p> <p>Signature:Telephone:</p>												
9. Event advice acknowledgement in the District where the Event will be held	<p>Name:Appointment:Date:</p> <p>Signature: Telephone:</p>												



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NOTES

General

This Form is to be used for all overnight camps, hikes and/or any Event that involves an outdoor adventure activity (refer QBSI Chapter 11 – Adventurous Activities) for Joey Scouts, Cub Scouts, Scouts, Venturer Scouts, Rovers Scouts and Scout Fellowships.

A parent notification form C4 must be used for all activities away from the den.

This form must be used for any Event involving outdoor adventure activity (adventurous activities) including but not limited to:

* Abseiling	* Four Wheel Driving	* Rock Climbing
* Air Activities	* Horse Riding	* Snow Ski Touring (Cross Country)
* Bushwalking	* Pioneering	* Water Activities
* Caving	* Range Archery	

Leaders should refer to the Queensland Branch Scouting Instructions (QBSI) regarding participation in specific activities.

Use Form C2 "Application to Camp or Travel Interstate" for interstate and overseas activities. Form C2 is available from the website.

Original Form C5 should be prepared by the Person in Charge of the Event for sending to the Approving Leader. The Approving Leader will distribute the copies of the approved C5.

Transport: Persons providing motor vehicle road transport for activities (whether private or commercial) have an obligation to ensure that they comply with legislative requirements and specific Scout requirements.

Refer: P & R- R12.2; QBSI Section 2.9 – Camping and Outdoor Activities and Chapter 11 - Adventurous Activities.

Notes for Completion

Form C5 sections 1-7 should be completed by the person in charge of the event prior to signature by the person responsible to Scouts Australia for authorising the event.

A proposed program for the Event should be submitted and an Event risk assessment submitted for approval with the Form C5 for the approving Leader to assess whether the proposed Event is suitable for the Youth Members involved and that the Event conforms to prescribed safety and supervision standards. Note that separate risk assessments should be available submitted for each outdoor adventurous activity for viewing consideration by the Leader in Charge of the Event and submission to the Approving Leader.

The Approving Leader will then consider the details provided and give approval if confident that the Event is suitable.

Youth Members who are conducting Events must prepare and sign for their own Events by completing Part 1 Section 7. This form should then be provided to their Leader, with the Program and risk assessment and other details to assess whether all aspects of the Event are suitable and safe and that the Youth Member has the training and experience to conduct the Event. This Leader will countersign after consideration and pass on to the Approving Leader for consideration.

Section 3 Event Site - A full description of the Event and activity site(s), the location, or route details, with overnight stops must be given so that participants may be readily located in the event of an emergency. If space on the form is insufficient, attach a separate list and/or map. A map and grid reference is only required when the Event is not at a well-known camping ground, holiday shelter, National Park, or other location readily identified by name.

Event Approval

Form C5 should be prepared and approved sufficiently far in advance of the proposed Event and prior to the parent consent forms being sent out, and be dispatched to reach the Approving Leader at least two weeks in advance of the Event.

The Approving Leader will be for:-

- Sectional Events/Camps within the Group - Group Leader (Where a Group has a Group Leader in Training or a Leader in Charge then approval will occur by the District Commissioner.)
- Group Family Camps, District Training Camps and Activities - District Commissioner (if no District Commissioner then Region Commissioner.)
- Region Activities/Camps - Region Commissioner.
- Branch Activities/Events - Chief Commissioner.

Details of the proposed event should be checked by the Approving Leader to ensure that the event is a proper Scouting event; that it is correctly planned in accordance with the policies and rules of Scouts Australia (P&R), Queensland Branch Scouting Instructions (QBSI), State and Local Government Regulations; that adequate leader and resource personnel are scheduled; that qualified technical specialists are available where necessary; and that all specified safety measures are being taken.

The Approving Leader may, if satisfied that all planned requirements have been met, give approval for the proposed event to be conducted as a Scout Association event. If the Approving Leader feels the Event is outside his/her expertise, then counsel may be sought from an appropriate source.

Notification

Copies of the authorised Form C5 should be distributed by the Approving Leader as follows:-

- The Person in Charge of the Event.
- The District or Region Commissioner for noting
- The District or Region in which the Event is proposed to be held or alternatively to Branch Support Office requesting that the form be forwarded to that District/Region.