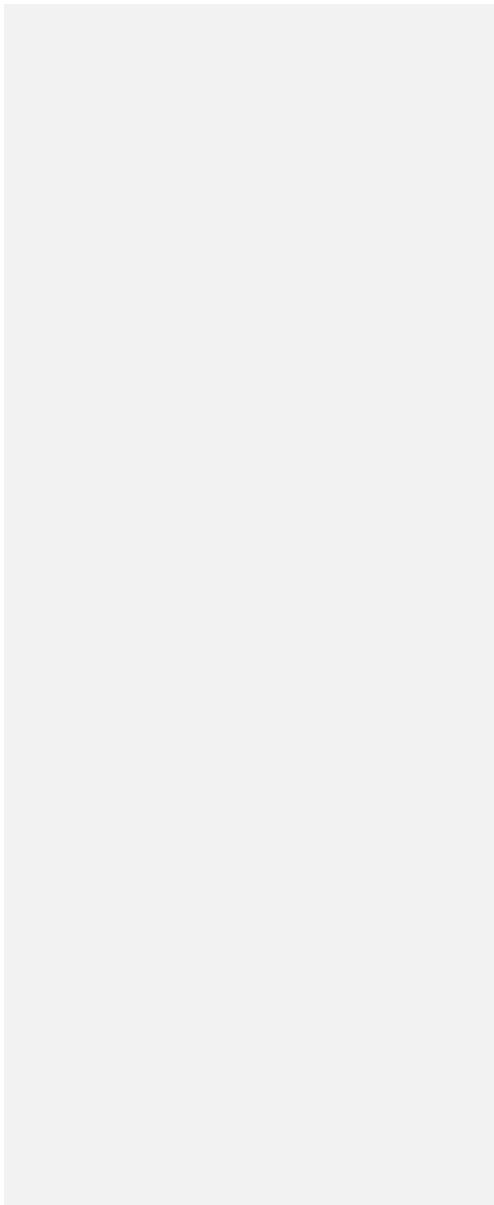


Sample 10 **ACTIVITY CHECKLIST**

IS THERE A THEME?

- YOUTH**
 - Total numbers? Boys?
Girls?
 - Age ranges?
 - How will you plan for those with special needs?
- SPACE**
 - What space is available?
 - Are the premises suitable?
- LEADERS**
 - What adult help is required?
 - Are special skills needed?
 - Who in the Brigade or community can help?
- EQUIPMENT**
 - What is needed?
 - What is available?
 - What can be obtained?
 - Confirm arrangements made with others involved.
 - Give youth instructions regarding clothing, money, materials etc.
- EXPENSES**
 - What is the cost?
 - How will it be met?
- METHOD**
 - How long will the activity take?
 - Was adequate time allotted?
 - Is the activity relevant to:
 - age group?
 - overall theme?
 - SJA?
 - Will all youth be involved all the time? If not, what can others be doing?
 - Are there any risks involved?
- PARENTS**
 - Do you need to communicate with parents?
 - Do you require parental consent?



See Exercise 11
Risk
Management
Tables

See Sample 6
Consent Form for
Membership