**GROUP / ACTIVTY: ………………………………………………………………………**

**DATE & TIME: ……………………………………………………………………………….**

**DOES THE GROUP HAVE CORRECT RATIO NUMBERS?**

YES **□**  NO **□**

**HAVE ALL PARENTS / GUARDAINS SIGNED CONSENT FORM?**

YES **□** NO **□**

**LEADER/ VOLUNTEER INFOMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME AND CONTACT DETAILS | HAS LEADER /VOLUNTEER COMPLETED APPLICATION FORM | HAS LEADER / VOLUNTEER SIGNED CODE OF BEHAVIOUR FOR ADULTS | VETTING COMPLETED AND DATE | TRAINING  ATTENDED AND DATES |
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