



Job's Daughters International
Qld Jurisdictional Guardian Council

Activity Planning Sheet

Ensure all activities are inclusive. If they are not, ensure there are alternative activities for those who cannot or do not want to be involved.

Ensure that all activities have a co-ordinator. If the activity requires a qualified instructor ensure that one is available. All swimming activities require a qualified lifesaver to be present at all times

Ensure that you keep this form with you during the activity to refer to when required.

1. Event Details:

Bethel No. and Name:

Name of event:

Date/s of event:

Activity Co-ordinator:Phone:

2. Activity Details:

Date of activity:

Time:am/pm Duration of activity:mins/hours

Activity Co-ordinator:Phone:

Activity name:

Type of activity: _____ Get to know you / Ice breakers

_____ Fun indoors _____ Fun outdoors

_____ Water games _____ Other:

Purpose of activity (eg. Team building, developing a particular skill, etc)

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Location of activity:

Activity description/outline:

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3. Risks

Who is the first aider for this activity?

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Does this activity require specialized instructors/leaders? ___ Yes ___ No

NOTE: If a specialist instructor is required, be mindful of any legal waiving that may occur through signing of a contract. Contact the Jurisdictional Secretary for clarification.

If yes, state specialized training required, and who will fulfill this role:

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Does this activity involve environmental boundaries? ___ Yes ___ No

If yes, where do the boundaries lie?

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What potential risks (both environmental and human) are involved in this activity?

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Blue Card details:

Name: Card No. Exp:

Name: Card No. Exp:

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