



Step 2: *Set*

Please submit this paperwork at least **three months** before the start of your ministry.

Name of Ministry: _____

1. PEOPLE (Please provide name and email address for all mandatory roles)

Directors must be marked **approved** in Salesforce, having completed the Director Application Process at this stage. All other mandatory roles must be **identified** at the this stage and must be **approved** by the **GO** stage.

- Director(s):
 - 1. _____
 - 2. _____
 - 3. _____

- Safety & Risk Coordinator: _____
- Safe Ministry Team:
 - Male _____
 - Female _____

If your ministry is single sex then you don't need leaders of both gender.

- First Aid Coordinator: _____
- Treasurer: _____
- Other (e.g. Bronze Medallion, Head Cook, etc.): _____

2. PROGRAM (Please complete & attach the following Safety & Activity Management Forms)

- 1. Program
- 2. Activities Risk Assessment
- 3. Budget
- 4. Daily Briefings
- 5. Contingency Responses

When will registrations for the activity close? _____

3. PLACE (Please complete & attach the following Form)

- 6. Site Information & Risk Assessment

I have checked all of the above information and confirm that it is complete and accurate:

Director's Initials (typed)

Approval to advertise and open activity for registrations.

Approved
 Conditional Approval
 More Information Required

Name _____ Signature _____ Date _____

Conditions:

GO due date: _____