



Step 3: *Go*

Please submit this paperwork no later than **two weeks** prior to your ministry taking place.

Name of Ministry: _____

1. PEOPLE

Are all volunteers are marked **Approved** in Salesforce having had their WWCC verified, providing evidence of completed SU NSW approved Safe Ministry Training and referee

checks provided to SU NSW. Yes. No

Have you checked information regarding dietary, medication & photo permissions, etc?

Yes

No

2. PROGRAM

Have there been any changes to Safety & Activity Management Documents since *Set*?
(If so please attach changes)

Yes

No

3. PLACE

Have there been any changes to Contingency Plans and Triggers since *Set*?
(If so please attach changes)

Yes

No

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

Director's Initials

OFFICE USE ONLY

Approved to proceed by

Name _____

Signature _____

Date __/__/_____

Other notes, advice or requests: