



**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:

.....  
.....  
.....

**3. Risks**

Who is the first aider for this activity?

.....

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: .....

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