



## Pathfinder

### Activity Notification Form 2016



Club: \_\_\_\_\_ Overseeding Church: \_\_\_\_\_

Activity: \_\_\_\_\_ Location: \_\_\_\_\_

Map Name: \_\_\_\_\_ Grid reference: \_\_\_\_\_

Date (s) of Activity: \_\_\_\_\_ Date submitted to board: \_\_\_\_\_

Approved by Board:      **YES**      **NO**      Date: \_\_\_\_\_

**Proposed Route** (including dates, camp locations, etc. Attach another sheet if more space required)

**Alternate Routes / Variation / Escape Routes**

## Rescue Information

Vehicles left at: \_\_\_\_\_

Registration Numbers: \_\_\_\_\_

Nearest Police Station: Phone Number:

Leaving Time: \_\_\_\_\_ Date: \_\_\_\_\_

Returning Time: \_\_\_\_\_ Date: \_\_\_\_\_

Rescue Call Time: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Activity Coordinator: \_\_\_\_\_ Mobile: \_\_\_\_\_

Certifications required? **YES** **NO** Type: \_\_\_\_\_ Held by: \_\_\_\_\_

Permits Obtained?      **YES**      **NO**      **Not Required**      Required by: \_\_\_\_\_

### Equipment Carried

☐ Tents      ☐ \_\_\_\_\_ days extra food      ☐ GPS      ☐ PLB

☐ Waterproof jackets   ☐ First Aid kit   ☐ Whistle   ☐ Matches

☐ Sleeping bags      ☐ Space Blanket      ☐ Map and compass      ☐ Mirror

☐ Other \_\_\_\_\_

**Participants – if insufficient, please attach another sheet**

[illegible]

## Emergency Contact

### Emergency Contact 1

Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

### Emergency Contact 2

Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

I, \_\_\_\_\_ as activity coordinator acknowledge that it I am responsible for this activity. I acknowledge it is my responsibility to:

- ☐ Ensure the safety of all participants
- ☐ Maintain the group health and wellbeing
- ☐ Manage any overdue parties, and where possible advise transport providers / emergency contacts of the revised arrangements and progress.
- ☐ Report and record all incidents.
- ☐ Ensure all staff know and act according to the code of conduct and the value sand teachings of Jesus.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

## Leader check list

- ☐ All information sent to parents at least 14 days prior to activity.
- ☐ Consent forms sent.
- ☐ All staff police vetted and comply with other Pathfinder and NNZC requirements.
- ☐ Safety Action Plan completed and attached to this form, and provided to activity staff.
- ☐ Latest weather information reviewed and appropriate.
- ☐ Any specialist activities are being conducted by appropriately qualified people.
- ☐ This form (and SAP) submitted to Church Board in plenty of time to be reviewed and passed.