

Meeting or Activity Checklist



Date: _____

Activity: _____

Scouter and Youth Members

Number of Youth Members taking part
Number of Scouters required (as per recommended ratios)
Male and Female Scouters present

Location / facilities

	Yes	No
Location is suitable (visited and checked prior to activity)	<input type="checkbox"/>	<input type="checkbox"/>
Adequate toilet facilities - male and female (all suitable alternatives)	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Sleeping arrangements Male/female - Scouter/Youth member	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Programme areas for programme planned	<input type="checkbox"/>	<input type="checkbox"/>

Equipment

Suitable equipment available for the activity	<input type="checkbox"/>	<input type="checkbox"/>
All equipment checked and in working order	<input type="checkbox"/>	<input type="checkbox"/>

Transport

Location of activity	<input type="checkbox"/>	<input type="checkbox"/>
Type of transport required	<input type="checkbox"/>	<input type="checkbox"/>

Budget

The activity is fully costed and budgeted	<input type="checkbox"/>	<input type="checkbox"/>
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Menu

Suitable menus have been compiled for the activity	<input type="checkbox"/>	<input type="checkbox"/>
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Permissions

Parental permissions are available for all youth members	<input type="checkbox"/>	<input type="checkbox"/>
Group Leader approval for activity (if required)	<input type="checkbox"/>	<input type="checkbox"/>