



### GGV 2020 JPC EVENT INFORMATION FORM

Applies to State Events and large Region Events that require centralised online applications and/or administration support from the Joyce Price Centre (GGV Head Office). Please fill out ALL sections of the form as appropriate. Once completed, please email this form to: [support@guidesvic.org.au](mailto:support@guidesvic.org.au)

#### GGV Office Use Only

**iMIS Code:**

**Job Code:**

**Registrations opened:**

### Event Details

<b>Event Name:</b>			
<b>Type of event:</b> (tick the box which applies)	<input type="checkbox"/> Camp/Sleepover <input type="checkbox"/> Conference <input type="checkbox"/> Single Day <input type="checkbox"/> Seminar <input type="checkbox"/> Training		
<b>Leader in Charge (LIC) / Contact:</b>			
<b>Brief description of Event:</b> (approx. 20-50 words)			
<b>Location:</b> (full street address)			
<b>Start date and time:</b>		<b>End date and time:</b>	
<b>Registrations open:</b> (default = as soon as possible)		<b>Registrations close:</b> (recommended on a Monday at least 3 weeks before event)	
<b>Is there an Event Logo?</b> (tick the box which applies)	<input type="checkbox"/> Yes, attached as a JPEG <input type="checkbox"/> No, not required		
<b>Would you like this logo to be turned into a cloth badge?</b>	<input type="checkbox"/> Yes – please liaise with the Event Coordinator at least three weeks prior to event <input type="checkbox"/> No, not required		

### Participant Details

<b>Participant member type:</b> (tick ALL boxes which apply)	<input type="checkbox"/> Youth <input type="checkbox"/> Adult <input type="checkbox"/> Associate (non fee-paying adults) <input type="checkbox"/> Trefoil <input type="checkbox"/> Non-member
<b>Participant age range:</b> (if applicable, e.g. youth or Olave event)	

<b>Minimum number of participants:</b>	Adult Participants (including committee / event team):
	Youth Participants:
<b>Maximum number of participants:</b>	Adult Participants (including committee / event team):
	Youth Participants:
<b>Event / registration cost per participant:</b>	Adult Participants:
	Youth Participants:
<b>Do adult participants need to be selected prior to registering?</b> <small>(e.g. with an Expressions of Interest form)</small>	<input type="checkbox"/> Yes – please liaise with the Event Coordinator ASAP <input type="checkbox"/> No, not required

### Further Event Details

<p><b>Detailed description of Event:</b></p> <p>This is the information which will be on the Event Page at registration. What else do people need to know? Useful things to include:</p> <ul style="list-style-type: none"> <li>- More details about the event (e.g. program)</li> <li>- Details of any adventurous activities</li> <li>- What the price includes (e.g. lunch)</li> <li>- What to wear/bring</li> <li>- Explanation of activity selection or transport options (e.g. choose two; one AM and one PM)</li> </ul> <p>For <b>camps</b> and <b>sleepovers</b> detailed information goes in an Information Booklet.</p>	
<b>Are you producing your own flyer?</b>	<input type="checkbox"/> Yes, attached in a separate <b>editable</b> document <input type="checkbox"/> No, I would like the Event Coordinator to make it <input type="checkbox"/> No, I don't want a flyer
<b>Will there be an Information Booklet?</b> <small>(required for camps and sleepovers)</small>	<input type="checkbox"/> Yes, attached in a separate <b>editable</b> document – please liaise with the Events Coordinator ASAP if you require assistance <input type="checkbox"/> No, not required

<p><b>Will name-tags and lanyards be required?</b> (tick ALL that apply)</p>	<input type="checkbox"/> Name-tags <input type="checkbox"/> Lanyards (\$2 per participant) <input type="checkbox"/> Neither
<p><b>Do you need assistance producing name-tags?</b> (tick ALL that apply)</p>	<input type="checkbox"/> Producing <input type="checkbox"/> Printing <input type="checkbox"/> Neither
<p><b>Do you want GGV to look at your budget?</b> (optional for some events; compulsory for others)</p>	<input type="checkbox"/> Yes, attached in a separate editable spreadsheet – <b>compulsory</b> for camps/sleepovers, and events with a registration fee of over \$20 <input type="checkbox"/> No, not required

### Additional Questions for Participants

**Always** available in your Reports Package:

- Information on a participant's profile from our database (e.g. DOB, Unit/District/Region etc.)

**Always** asked of **all** participants:

- Emergency contact (name, relationship, phone number)

**Always** asked of **youth** participants, using data from their profile (NEW as of 2018):

- All general physical and mental health questions (including allergies and behaviour needs).

Asked of **adult** participants when they have a **duty of care**:

- Do you have any physical health conditions which, if present during the event, could prevent you from exercising your duty of care to Guides at this event? If so, check yes and the first aid officer will be in touch with you to develop a plan for this event. This is a requirement of our Child Safe Practices.
- Do you have any mental health conditions which, if present during this event, could prevent you from discharging your duty of care, or abiding by the Code of Conduct, for this event? If so, please indicate and the first aid officer will contact you to develop a plan for this event. This is a requirement of our Child Safe Practices.

<p><b>Do you require Dietary Requirements to be collected?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required
<p><b>Other specific questions/information required on YOUTH registration:</b> (including the wording for the question and how they should be answered)</p>	
<p><b>Other specific questions/information required on ADULT registration:</b> (including the wording for the question and how they should be answered)</p>	
<p><b>Do participants select activities when registering?</b></p>	<input type="checkbox"/> Yes – please fill out the below information for <b>all</b> activities (attach a separate document if necessary) <input type="checkbox"/> No, not required
<p><b>Activity option:</b></p>	

<b>Activity description:</b> (max. 50 words)			
<b>Time:</b> (if applicable)		<b>Extra cost:</b> (if applicable)	
<b>Minimum numbers:</b>		<b>Maximum numbers:</b>	
<b>Will participants select a transport option when registering?</b>	<input type="checkbox"/> Yes – please fill out the below information for all options (attach a separate document if necessary) <input type="checkbox"/> No, not required		
<b>Transport option:</b> (e.g. "Travel to camp: Train from Southern Cross"; "Travel from camp: Train to Southern Cross"; "Private Transport")			
<b>Minimum numbers:</b>		<b>Maximum numbers:</b>	
<b>Extra cost:</b> (if applicable)			
<b>Further details which MUST be in either the event description or the Information Booklet:</b>			
<b>Is the transport chaperoned?</b>	<input type="checkbox"/> Yes	<b>Departure time:</b>	
	<input type="checkbox"/> No	<b>Arrival time:</b>	

### Committee Details

<b>Full names of all committee members:</b> (committee members attending must also register online)	
<b>Cost for committee:</b>	
<b>Who will be able to download the reports package?</b>	

### Additional Paperwork Required

<b>Do you need to use an OUT.01 form?</b> (required for all camps and/or adventurous activities)	<input type="checkbox"/> Yes – please send to the Camping and Adventure Officer <input type="checkbox"/> No
<b>Do you need to send through a Risk Management?</b> (required for all camps and/or adventurous activities, as well as for large [100+] activities such as Race Around Melbourne)	<input type="checkbox"/> Yes – please send to the Camping and Adventure Officer <input type="checkbox"/> No
<b>Are you inviting members of the State Team?</b>	<input type="checkbox"/> Yes – please fill out the invitation form: <a href="https://bit.ly/2IVfW55">https://bit.ly/2IVfW55</a> <input type="checkbox"/> No