



(AP) Adult Permission Form

Completed prior to a leader organised camp, outdoor recreation or adventure activity

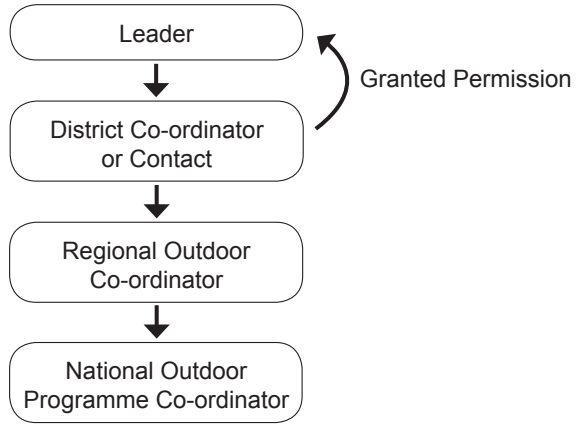
The leader completes the following:

- Adult Permission Form (AP)
- Safety Action Plan (SAP) form
- Intentions (I) form (if relevant)

and sends them on to her District Co-ordinator or Contact two weeks prior to the start date or four weeks if it is an assessment.

The District Co-ordinator or contact will:

1. sign it if permission is granted and return it to the leader before the event start date.
2. go back to the leader for clarification if needed.
3. contact the National Outdoor Programme Co-ordinator if further clarification is required.
4. send a copy to the Regional Outdoor Co-ordinator.



The Regional Outdoor Co-ordinator will:

1. record the details (this may be done by the Regional Outdoor Administrator).
2. send a copy to the National Outdoor Programme Co-ordinator.

(R) Report Form

Completed after adult led camp, outdoor recreation or adventure activity

The leader completes the Report Form (R) and sends a copy to the:

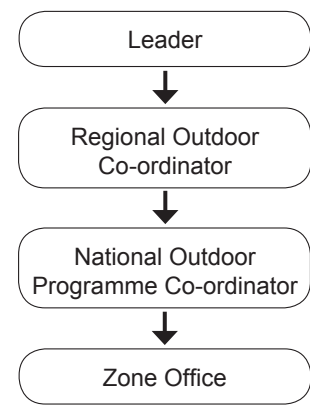
- Regional Outdoor Co-ordinator

The Regional Outdoor Co-ordinator will send a copy to the

- National Outdoor Programme Co-ordinator

The National Outdoor Programme Co-ordinator:

- reviews the information and;
- inputs it into the SPARC reporting form (part of our three year agreement).
- collects the data for internal reporting purposes.
- uses it to update the National Incident Database (requires continually updated participant rates).
- passes a copy of the form on to the Zone Offices so they can update specific leader records.



(GP) Girl Permission Form

Prior to a girl led camp, outdoor recreation or adventure activity

The girl completes the following forms in conjunction with her unit leader:

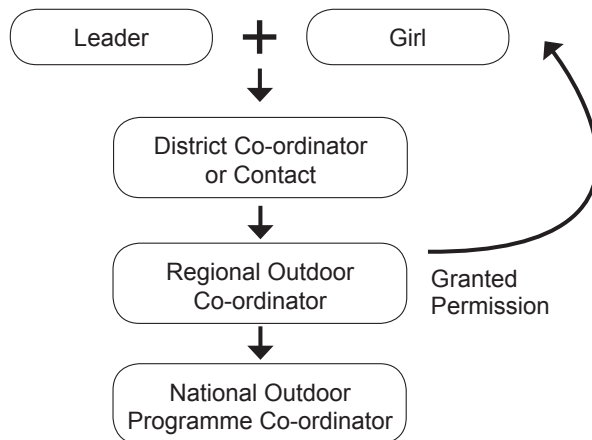
- Girl Permission Form (GP),
- other requirements as outlined under the checklist on the (GP) form.

The girl and leader will:

- send them on to her District Co-ordinator or contact.

The District Co-ordinator or contact will:

1. Sign if she is happy for the event to take place.
2. Go back to the leader / girl for clarification if required.
3. Contact the National Outdoor Programme Co-ordinator if further clarification is required.
4. Send a copy to the Regional Outdoor Co-ordinator.



The Regional Outdoor Co-ordinator will:

1. Sign if permission is granted and return it to the girl before the event start date.
2. Go back to the leader / girl for clarification if required.
3. Contact the National Outdoor Programme Co-ordinator if further clarification is required.
4. Record the details (this may be done by the Regional Outdoor Administrator).
5. Send a copy to the National Outdoor Programme Co-ordinator.

(R) Report Form

After girl led camp, outdoor recreation or adventure activity

The girl and leader complete the Report Form (R) and send a copy to the:

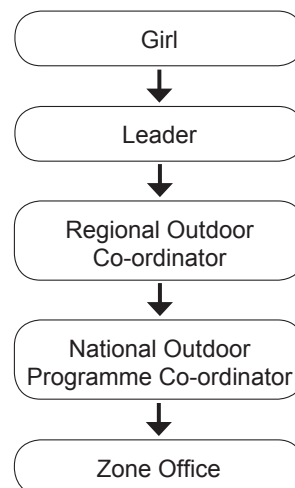
- Regional Outdoor Co-ordinator.

The Regional Outdoor Co-ordinator will send a copy to the

- National Outdoor Programme Co-ordinator

The National Outdoor Programme Co-ordinator:

- reviews the information.
- inputs it into the SPARC reporting form (part of our three year agreement)
- collects the data for internal reporting purposes.
- uses it to update the National Incident Database (requires continually updated participant rates).
- passes a copy of the form on to the Zone offices so they can update specific leader records.



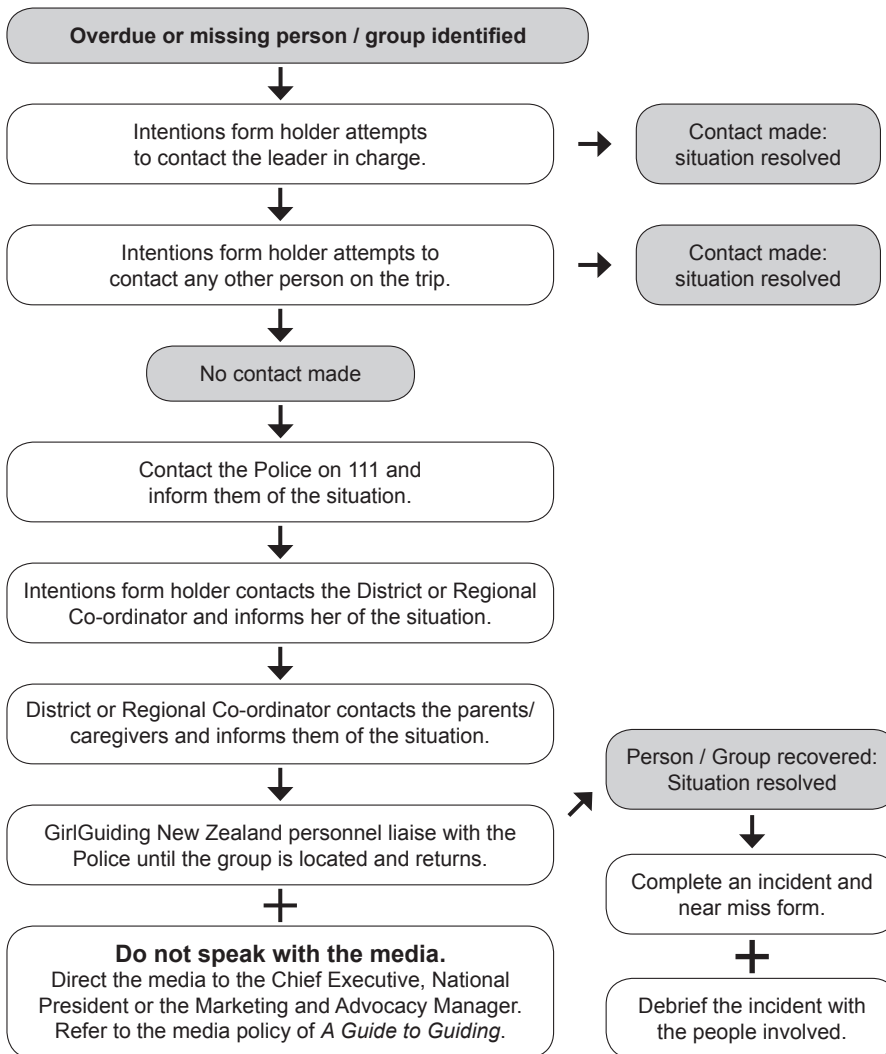
(I) Intentions Form

To be completed for any camp, outdoor recreation or adventure activity if the specific activity policy found within Safety Guidelines for Programme Activities states so or,

- if the event will take place more than 30 minutes walk away from a regularly used road or place of refuge with a known landline and there is no mobile phone reception.

The leader leaves a copy with the nominated responsible adult, this person is in charge of managing the intentions process.

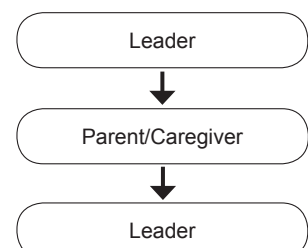
This (I) Intentions Form must be completed together with a local Department of Conservation intentions book/form where available.



(C) Consent Form

The (C) Consent Form must be completed to ensure current medical details and emergency contact information is available on participants attending the camp, outdoor recreation or adventure activity.

The (C) Consent Form is also to be filled out by any non member or adult who will be attending the camp, outdoor recreation or adventure activity.



(SAP) Safety Action Plan Form

To be completed for every camp, outdoor recreation or adventure activity and included with the (AP) Adult Permission or (GP) Girl Permission form. A copy must also be taken on the camp, outdoor recreation or adventure activity and read by all adult members.

A master (SAP) form should also be completed for the following regularly occurring situations/events:

- unit meeting.
- transporting members.
- standard arts and crafts activities.
- outdoor cooking as part of the unit meeting.

The same form can be used repeatedly as long as the details are updated if there are any changes to the location, environment, building, persons or any other hazards.

Safety Action Plans are a dynamic tool that should be regularly reviewed and updated to reflect changing hazards and safety considerations.

CORA Forms Overview - Camps/Outdoor Recreation/Adventure Activities



This table shows the forms which need to be filled out, when they are required and who they are sent to. Use this in conjunction with the flow charts for more details and to ensure the correct procedure is being followed. If your district/region is missing one of these positions please send the forms to the next person in the process. In some situations this may mean sending the forms direct to the National Outdoor Programme Co-ordinator.

FORM	PURPOSE	TIMELINE	TO BE COMPLETED BY	PROCEDURE
CORA AP (Adult Permission)	For permission to run a <i>leader organised</i> camp, outdoor recreation or adventure activity.	Two weeks prior to the start date or four weeks prior if it is an assessment. District Co-ordinator forwards it to the Regional Outdoor Co-ordinator within one week of receiving it.	Leader in charge of camp or outdoor activity.	<ul style="list-style-type: none"> Leader sends form to her District Co-ordinator District Co-ordinator approves and sends signed form back District Co-ordinator sends signed form to Regional Outdoor Co-ordinator Regional Outdoor Co-ordinator sends to National Outdoor Programme Co-ordinator
CORA GP (Girl Permission)	For permission for a girl to run a <i>girl led</i> camp or outdoor activity.	Girl submits it five weeks prior to the start date. District Co-ordinator forwards it to the Regional Outdoor Co-ordinator within one week of receiving it.	Girls leading a camp or outdoor activity and their unit leader.	<ul style="list-style-type: none"> Girl completes in conjunction with her leader Girl sends forms to her District Co-ordinator District Co-ordinator approves and sends onto the Regional Outdoor Co-ordinator Regional Outdoor Co-ordinator approves and sends the permission back to the girl and notifies the District Co-ordinator Regional Outdoor Co-ordinator sends a copy to National Outdoor Programme Co-ordinator
CORA C (Consent)	Parent/caregiver consent and up to date medical information for any camp, outdoor recreation or adventure activity occurring outside the normal unit meeting time or place.	Two weeks prior to the start date of a camp, outdoor recreation or adventure activity.	Parent/caregiver of any participant (member or non member) and all adults attending the event.	Parent/caregiver completes and gives to the leader in charge
CORA R (Report)	** Collect detailed and accurate information about the camp or outdoor activity for GGNZ purposes	No later than one week after the end date of a leader or girl led camp or outdoor activity.	Leader in charge of camp or outdoor activity or girl if it is a girl led camp.	<ul style="list-style-type: none"> Leader sends form to Regional Outdoor Co-ordinator Regional Outdoor Co-ordinator sends to the National Outdoor Programme Co-ordinator. National Outdoor Programme Co-ordinator sends to the Zone office. <p>For a Girl Led Camp - girl gives form to her leader who sends it to the Regional Outdoor Co-ordinator on her behalf.</p>
CORA I (Intentions)	Ensure groups who take part in outdoor activities return safely.	Prior to any camp or outdoor activity that will take place more than 30 minutes walk away from a regularly used road, place of refuge or if the activity policy states so.	Leader or girl in charge of camp or outdoor activity.	Include with the CORA AP or CORA GP forms when required. A copy is left with the nominated responsible adult who manages the intentions form process.
CORA SAP (Safety Action Plan)	Identify and manage hazards.	Prior to any leader or girl led camp or outdoor activity.	Leader or girl in charge of camp or outdoor activity.	Include with the CORA AP or CORA GP forms. A copy is to be taken on the camp/activity and read by all adult members.

NOTE: CORA AP, CORA GP and CORA R forms are required for any form of camp, outdoor recreation or adventure activity regardless of when/where it takes place. This is particularly important for those activities that are included in the Safety Guidelines for Programme Activities.

** The CORA R form allows for collection of crucial data such as participant numbers and activity types. This data is used in our funding agreement with Sport NZ, to update leader qualifications on the database and record the type of activities that occur across the organisation.