**INSTRUCTIONS FOR COMPLETING PROPOSAL FORM**

* Proposals for activities must have a Convenor nominated
* A Co-convenor is also required (to assist if the Convenor is absent or requires assistance with UMAS, to add expertise, etc.)
* Please complete the form and discuss with the Activities sub-committee which will provide assistance.

*NB: The boxes expand as you type*

**Complete the form and return to** the Activities sub-committee (via a convenor or Committee member as appropriate)

|  |  |
| --- | --- |
| **Activity name/idea** |  |
| **Convenor’s name &****contact details** |  |
| **Co-Convenor’s name & contact details** |  |
| **Outline of content/description of activity** |  |
| **Specify if ‘full year’ or specify the number of sessions** |  |
| **Length of each session (hours)** |  |
| **Preferred Day** |  |
| **Preferred start and finish times** |  |
| **Alternative day if possible**  |  |
| **Alternative start and finish times if possible** |  |
| **Start Date** |  |
| **Finish Date** |  |
| **Any dates in the range not included, such as public or school holidays?** |  |
| **Venue equipment and other activity specific requirements** |  |
| **Number of participants (not including convenor and co-convenor)** | **Minimum:**  | **Maximum:** |
| **Materials and related costs, if applicable** |  |
| **Any possible OH&S risks in activity****And how they will be managed** |  |
| **Convenor’s expertise/qualifications/background as applicable** |  |
| **Other information** |  |

**For office use:** Date submitted for Committee approval:

**Considerations and Criteria for approval of the proposal:** *(Suggest this be a guiding document for the Activities Sub-Committee***)**

1. Is the activity run by another group in Hobsons Bay? Is this group better placed to conduct this activity? Should we refer possible members to that group instead of running the activity ourselves?
2. Is there a demand for the activity within our membership or Hobsons Bay?
3. Does the activity carry any physical risks? How will these be managed?
4. Does the activity incur costs? Are these reasonable? Will members of the activity bear the costs?
5. Do we have access to a suitable venue to run the activity?
6. Will changes need to be made to the venue to run the activity? Are these financially viable/reasonable and are we permitted to make the changes if using a venue other than the Cottage?
7. Does the proposal provide a commercial gain for the activity convenor from the activity or involve promotion of a commercial entity?
8. Does the proposal involve payment to an existing member?

**PROCESS FLOWCHART**

