



Application for Authority to Conduct an Activity

A5

March 2026

Use of this Form

- This form is to be completed when activities are overnight or not held in the normal Scouting environment. The normal Scouting environment means the hall, its grounds, and the immediate locality of the Group in which small scale activities take place.
- Leaders are to take note of Activity approvals outlined in the relevant Activity Standard.
- Leaders are to be conversant with, and comply with, all requirements of the most current version of Scouts Australia Policy and Rules and Scouts SA Activity Standards.
- The Leader in Charge of the activity is to retain a completed copy of this form on file for 30 days.
- The Leader authorising this activity is to retain a completed copy of this form on file for 60 days.
- The A5 and documentation required should be submitted a minimum of 14 days prior to the activity.
- **The form needs to be sent in the following order**
 - #1 - Leader in charge of Activity
 - #2 - Group Leader/Authorised Approver requirements
 - #3 - BC Outdoor Adventure Area
 - #4 - ACC Program or delegate

- To complete all forms and requirements for the activity
- To check Leader qualifications, membership & all activity
- Approval by relevant Outdoor Adventure Activity Leader
- For all Branch based activities

Section 1: Activity Details

Formation								
Activity								
Location								
Activity Period	From Date	From Time	To Date					To Time
Activity Participation	Patrol		Unit					Group
	District		Branch					
Activity Type	Day			Overnight				
Program Area	Alpine		Aquatics		Boating			
	Bushcraft		Bushwalking		Camping			
	Cycling		Paddling		Special Interest			
	Vertical		Other (Please specify)					
Number of Participants	Joey Scouts	Cub Scouts	Scouts	Venturer Scouts	Rover Scouts	Leaders	Other	Total

Third Party Provider		Yes		No				
Provider Details								
Waiver / Insurance Provided		Yes		N/A				

Activity Planning documents to be attached: (if applicable)

Program (must include program outcomes)		Yes			
Risk Assessment		Yes			
Proposed Menu		Yes	No		N/A
Activity Plan & Map		Yes	No		N/A

Section 2: Qualifications of Adults attending

Please list the qualifications held by the adults attending the activity.

Note: COP – Certificate of Proficiency WB – Woodbadge

Name					Appointment	
COP	WB		First Aid		OA Endorsement/Appointment	
Name					Appointment	
COP	WB		First Aid		OA Endorsement/Appointment	
Name					Appointment	
COP	WB		First Aid		OA Endorsement/Appointment	
Name					Appointment	
COP	WB		First Aid		OA Endorsement/Appointment	
Name					Appointment	
COP	WB		First Aid		OA Endorsement/Appointment	
Name					Appointment	
COP	WB		First Aid		OA Endorsement/Appointment	

Section 3: Contact Details, Emergency Procedure

Youth Member organising activity						
Name					Section	
Signature					Date	
Leader in Charge						
Name			Signature			Date
Home Contact						
The Home Contact person should hold a copy of all activity documentation and is to inform the Group Leader and Incident Report Line & Police if this party has not made contact by the nominated time						
Name			Time			Date

Section 4: Activity Approval

Group Leader Approval						
Note: If the GL has not completed training, please refer to District Commissioner for Approval. I have reviewed the qualifications of the activity leaders and participants and approve the activity.						
Name			Signature			Date
Outdoor Adventure Leader as per Activity Standard – I approve the activity						
Name			Signature			Date
For Branch Activities: ACC Program Support or Delegate – I approve the activity						
Name			Signature			Date