

Event Application Form



This form **MUST BE** completed for all ministry events that are to be registered with SU QLD

1. READ through this application form carefully.
2. CLARIFY the details of the proposed event and discuss the implications of the event with the school / local church community and your SU Coordinator.
3. IDENTIFY a proposed Event Director/s - probably you, and discuss the implications of being an Event Director/s with your church leaders and gain their support.
4. COMPLETE the application form and return it to your SU Coordinator.
5. The APPROVAL process will include an interview with your SU Coordinator, a letter and possible handbook, and the appropriate training. It is possible that SU QLD may approve the event in principle but not the proposed director/s. We will discuss this with you and explore ways forward. The proposed Event Director/s must be approved for the event to be approved as an SU QLD Event.

For registering of an SU QLD Event including:

- Student groups i.e. SUPA Club
- Camps
- Community Outreaches
- Activities outside School hours and/or school property

Complete the following information and send to your SU Coordinator.

Please note that forms received only 4 weeks before an event may not be approved.

EVENT DETAILS

Name of proposed Event	<input type="text"/>	Date of application	<input type="text"/>
Name of person completing form	<input type="text"/>	Contact phone no	<input type="text"/>
Details of Event		Complete the relevant section	
<u>SCHOOL GROUP</u> (only for Volunteer Groups working inside schools hours)			
SUPA Club	<input type="checkbox"/>		
Name of School	<input type="text"/>		
Name of Principal	<input type="text"/>		
Principal's signature of approval	<input type="text"/>	Date	<input type="text"/>
Proposed day/s	<input type="text"/>	Proposed time/s	<input type="text"/>
Proposed frequency	<input type="text"/>		
Proposed aims of group	<input type="text"/>		
<u>CAMP / COMMUNITY OUTREACH / OUTSIDE SCHOOLS HOURS/PROPERTY CHAPLAINCY ACTIVITY</u>			
(<- circle one)			
Proposed dates	From <input type="text"/>	To <input type="text"/>	
If Camp : proposed camp type	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary		
If Outreach : proposed type	<input type="checkbox"/> Bush <input type="checkbox"/> Beach <input type="checkbox"/> Urban		
Proposed aim of event	<input type="text"/>		
Proposed target schools / communities	<input type="text"/>		
Proposed site / venue	<input type="text"/>	Site / venue booked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed activities of event	<input type="text"/>		
<i>(nb: activities must be SU approved. If it is not approved, please contact your SU Coordinator)</i>			
<input type="text"/>			

school chaplaincy

camps

training

resources

community outreach

at risk youth



DIRECTOR DETAILS

Details of proposed Event Director #1

Name				
Address				
Phone AH		Phone BH		Mobile
Email				
Local church				

Do you hold a current SU QLD Volunteer Card (if not, you will need to fill out a Volunteer Application Form) - NB: exempt for Chaplains & SU Staff Members? Card no:

Have you completed the SU QLD Event Director Training? (if not, you will need to speak to your SU Coordinator before directing on this event) Y N

Do you hold a valid blue card? (you will not be able to direct this event without a current blue card) Y N

Details of proposed Event Director #2

Name				
Address				
Phone AH		Phone BH		Mobile
Email				
Local church				

Do you hold a current SU QLD Volunteer Card (if not, you will need to fill out a Volunteer Application Form) - NB: exempt for Chaplains & SU Staff Members? Card no:

Have you completed the SU QLD Event Director Training? (if not, you will need to speak to your SU Coordinator before directing on this event) Y N

Do you hold a valid blue card? (you will not be able to direct this event without a current blue card) Y N

Event Director Agreement

In applying for this position, I/We affirm:

- My commitment to faithfully carry out the task;
- My willingness to work within the policies of SU QLD
- My agreement with the Statement of Aims, Belief and Working Principles of SU.
- My commitment to maintaining my relationship with God through regular Bible reading and prayer

The information contained in this application is correct to the best of my knowledge. If a first time director, I authorise SU QLD to contact my referees regarding my character and experience.

Should I at any stage find that I am no longer able to assent to the above declarations, I realise I would need to discuss my position as Event Director/Leader with my SU Coordinator.

Event Director #1 - Signature	<input type="text"/>	Date	<input type="text"/>
Event Director #2 - Signature	<input type="text"/>	Date	<input type="text"/>

SU COORDINATOR ONLY

SU Ministry Event approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	By	<input type="text"/>	Date	<input type="text"/>
Event Director/s approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	By	<input type="text"/>	Date	<input type="text"/>
Event Handbook needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	To be sent to:	<input type="text"/>		
Deposit book required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	To be sent to:	<input type="text"/>		
Recorded by region?	<input type="checkbox"/> Yes <input type="checkbox"/> No	By	<input type="text"/>	Date	<input type="text"/>
Comments	<input type="text"/>				

SU OFFICE USE ONLY

Approved by Programs Dept	<input type="checkbox"/> Yes <input type="checkbox"/> No	By	<input type="text"/>	Date	<input type="text"/>
Event Handbook sent out?	<input type="checkbox"/> Yes <input type="checkbox"/> NA	By	<input type="text"/>	Date	<input type="text"/>
Deposit book sent?	<input type="checkbox"/> Yes <input type="checkbox"/> NA	By	<input type="text"/>	Date	<input type="text"/>
Cheque book sent?	Job no: <input type="text"/>	By	<input type="text"/>	Date	<input type="text"/>
Username required?	<input type="checkbox"/> Yes <input type="checkbox"/> NA	Username	<input type="text"/>	Date	<input type="text"/>

**The following 'Relevant Experience' section is to be completed by
FIRST TIME DIRECTORS/LEADERS only...**

Relevant Experience

List previous team leadership roles the proposed Event Director has undertaken in Christian ministry. Include SU QLD ministries, if applicable. Include dates of events if possible.

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Personal References

Please give the contact details of 2 people who may be contacted regarding the suitability of the proposed Event Director to run and lead the event - one a minister or elder of his/her church, other not a relative.

Referee #1 - Church Minister or Elder

Name	<input style="width: 95%;" type="text"/>		
Address	<input style="width: 95%;" type="text"/>		
Phone AH	<input style="width: 95%;" type="text"/>	Phone BH	<input style="width: 95%;" type="text"/>
		Mobile	<input style="width: 95%;" type="text"/>
Email	<input style="width: 95%;" type="text"/>		
Local church	<input style="width: 95%;" type="text"/>		

Referee #2 - Other (not a relative)

Name	<input style="width: 95%;" type="text"/>		
Address	<input style="width: 95%;" type="text"/>		
Phone AH	<input style="width: 95%;" type="text"/>	Phone BH	<input style="width: 95%;" type="text"/>
		Mobile	<input style="width: 95%;" type="text"/>
Email	<input style="width: 95%;" type="text"/>		
Local church	<input style="width: 95%;" type="text"/>		

SU COORDINATOR ONLY

Referee #1 contacted	<input type="checkbox"/> Yes <input type="checkbox"/> No	By	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	<input style="width: 95%;" type="text"/>		
Referee #2 contacted	<input type="checkbox"/> Yes <input type="checkbox"/> No	By	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	<input style="width: 95%;" type="text"/>		

Please note that this form only notifies us of your intended event. More information is required before the event can go ahead. You will be notified of what is required via the Permission to Proceed Process. The event remains provisionally approved until this information is provided to SU QLD.

The information requested will:

- Clarify the basic details of the proposed event.
- Identify the proposed Event Director/s who will be responsible to SU QLD for the event.
- Provide insight into the suitability of the proposed Event Director/s to run the event in partnership with SU QLD and the local churches.
- Highlight the responsibilities of the Event Director.
- Remain confidential.

All SU QLD Events involve supervision of minors. ALL directors and leaders, therefore, will need to complete the mandatory SU QLD Volunteer Application Form. It is also mandatory for all Volunteers to have a valid Blue Card. This will help ensure that SU, in partnership with local churches, provides a safe and secure environment for the children and young people participating in its events.

Privacy Statement: "SU QLD respects your privacy in collecting personal details. Information about our privacy policy can be found at www.suqld.org.au or by phoning our privacy officer on 07 36322222."



Frequently Asked Questions:

Why register an event with SU QLD?

1. Networking

Each year SU runs over 250 events in Queensland in partnership with local churches. This provides each team with opportunities to network with others who do similar events or different events for ideas and resource sharing. SU resources and supports these networks.

2. Training

SU has over 50 years of experience in running events in Queensland. We have developed excellent training resources for event directors and leaders. SU can provide one-on-one training and also runs annual training events like Leaders Training Weekend, Directors' Retreats, and SU QLD Training Days.

3. Support

SU QLD employs many staff-workers who are available to assist event directors to run their event. SU QLD can also provide practical support like site and bus bookings, access to financial accounts, and production of promotional material.

4. Protection

SU QLD has developed policies and procedures in accordance with QLD's Child Protection Legislation that protects volunteers and the children and young people entrusted to their care. SU QLD has also put in place emergency response procedures, various insurance covers and financial processes to comply with GST requirements.

How much does it cost?

SU QLD charges an overhead contribution fee for the above services. This varies depending on the nature of the event and in no way covers the cost of providing the service. Your SU Coordinator will be able to give you an idea on how much the overhead contribution (levy) will be for your event. NB: There is no fee for student groups occurring in schools/during school hours at this point in time.

Expectations in working with SU QLD Ministries

What SU QLD expects from Directors

- To maintain a close personal walk with God.
 1. A commitment to maintaining the SU ethos and call to 'Introducing young Australians to Jesus, the Bible and the Local Church'.
- To be accountable to SU QLD for all aspects of the event
- To adhere to SU QLD Policies relevant to this event.
- A commitment to Biblical standards both in their own life and upholding them in their ministry team.
- A commitment to ongoing training of themselves and their teams. This should manifest itself in a commitment to being at training events run by SU.
- To complete and return all necessary paperwork in a timely fashion.

What Event Directors can expect from SU

- A commitment to regular contact and help.
- A commitment to provide relevant training.
- A commitment to provide support in difficult situations.
- A commitment to provide resources.
- A commitment to provide insurance and cover for the director and their team.

What are the core elements to an SU QLD event?

Our long experience working in schools, camps and community outreach has resulted in the development of a number of policies. These take into account our overall aim and the settings we work in. They are a way to maximise our effectiveness, and ensure the continuation of our work through good relationships with schools and church communities. It is important know, understand and abide by these policies during your event.

Policies have been developed around the following commitments:

- a. We're committed to working in ways that reflect our beliefs, in appropriate cooperation with organisations and institutions, such as schools, that welcome us.
- b. We're committed to raising up leaders. Because all Christians have been called to serve, we emphasise training of students for Christian witness, service and leadership according to individual gifts, maturity, and the level of ability in the group.
- c. We're committed to a truly interdenominational focus for events. The propagation through SU Events of particular views or practices of any individual, group, church or denomination is not allowed. Our commitment is to being Christian, not simply denominational.
- d. We encourage regular, thoughtful and systematic Bible reading. SU produces materials and resources to help with this.
- e. We're committed to relational evangelism. We believe the Gospel should be presented in such a way that it requires a thoughtful, cost counting, and age appropriate response. Likewise we believe that calls for an immediate and public response are inappropriate.
- f. We're committed to training. Event Directors and Leaders must undertake a minimal level of training before approval to run an SU event will be granted. Event Directors and Leaders are also encouraged to continue their development through ongoing training.
- g. We're committed to child safety and protection. We have adopted the SU Australia 'ChildSafe' Safety Management System which ensures that each event has taken appropriate measures to ensure we have safe people running the event and safe activities during the event.

Becoming an Event Director needs prayer and thought - it's a demanding yet rewarding task. We suggest you discuss it with others first, especially your church leaders. The support of your church is vital.