

STORM CO

ADVENTURE IN SERVICE



Leaders Manual

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LEADERS MANUAL INTRODUCTION



For many years now, STORM Company (STORM Co) teams have been visiting communities all around the world with the intent of serving others.

What you hold in your hand is a resource that we hope will greatly assist your church or school to engage in STORM Co ministry, and therefore reach out to those in the community.

The *STORM Co Leaders Manual* is a planning framework that does not cover every conceivable detail in the organising, management and operation of a STORM Co trip. However, we hope there is enough information in this manual to make planning and operating a trip straightforward and relatively easy.

In addition to this leader's manual, you will also need to visit:

www.nnswyouth.com

Here you will be able to download all the current forms that are introduced in this leaders manual.

If you wish to gain further information about STORM Co and how you can best become involved in this form of ministry, please feel free to contact the Youth Department at the Conference Office on (02) 4951 8088.

Blessings,
Youth Department
North NSW Conference Office

Legend for form symbols



Compulsory



Optional



Return



Hold

All forms included in this manual are either **compulsory** or **optional** for each team to complete. As a leader you should note whether they are to be **returned** to the Youth Department at the Conference Office or whether to **hold** onto them and file them in a safe place.



STORM Co is an adventure-based short-term mission program focused on friendship evangelism and community service. STORM Co stands for “Service To Others Really Matters”. STORM Co began in Queensland, Australia in 1992. A group of Christian students, together with their high school chaplain, found a rural community in outback NSW and asked for a place to stay and a job to do.

STORM Co mission trips bring the message of Christianity directly to an entire community, and lives are changed in the process. The community sees Seventh-Day Adventist Christianity as something that meets needs that exist in a practical way, and team members see the ideals they learn in church and school put into practice.

STORM Co is all about

- *Bridges*

People working together and helping each other. STORM Co links young people and adults of diverse backgrounds together to help and learn from each other. STORM Co crosses every barrier: culture, age, race, wealth, beliefs — it doesn't matter. We're all a part of the same community.

- *Attitude*

STORM Co comes as a team with a mission. They are ready to work and willing to serve, asking nothing in return. As a storm brings rain through the power of the Creator, so every STORM Co team is on a mission to be a “refreshing influence” in the community.

- *Responsibility*

STORM Co equips young people to take responsibility for the direction of their own lives. By committing to a team, the theory of Christianity becomes a reality. It's being responsible for the good of others above self.

- *Community Service*

Jesus said, “What you did for the least of these people, you did it for Me.” It's time for us to remember what love is all about — service to others. Service without expectation. Service for the satisfaction of knowing that you made a difference. It matters.

What we offer to the community

- *Community Service* – Paint, mow, plant, clean, build, etc. We're there to help.
- *Kids Club* – A full recreation program for children. We'll add to whatever program the community has already got going.
- *Hospital/Nursing Home Visits* – We'll take the whole team and cheer folks up.
- *Youth to Youth* – We'll organise events for our youth to mix with those in the community.
- *Church Visits* – We'd like to visit every church in town. If we can contribute, we will.
- *Clubs and Groups* – Scouts? Service Clubs? We'll join in where we can.
- *Special projects* – Got a community project that needs doing? We'll bring a team to get it done.

STORM Co — “Service To Others Really Matters” — means a team committed to a mission of service. Teams of people working together to share their gifts with others in order to spiritually encourage and physically serve.

TRIP & FORM TIMELINE



To ensure a STORM Co trip runs as effectively and efficiently as possible, there needs to be a significant amount of preparation put into it. It is suggested that the STORM Co leader formulate a trip plan in collaboration with his/her trip administration team members, Local Church Pastor/Board and his/her conference Youth Department.

We recommend teams hold meetings in the weeks leading up to the STORM Co trip to begin planning early and take part in team building exercises.

Information collection from team members and submission of forms to the conference Youth Department are vital aspects of preparation that should be considered in your timeline. Here is a basic overview of what you, as a leader, need to ensure happens in terms of information collection and submission;

- STEP ONE: Collect sufficient information from applicants through the application form and medical permission form.

- STEP TWO: Complete team data collection form using the information collected in the application forms.

- STEP THREE: Submit team data collection form, team registration form and budget to the conference Youth Department 2 weeks prior to your departure.

TEAM REGISTRATION



The STORM Co team registration form aims to provide an overview of the trip details, accommodation arrangements, contact details and leadership team for the Youth Department at the Conference Office.

The form assists leaders to understand the documents they are required to submit to the Youth Department on behalf of their team. All of the compulsory forms and a budget overview must be completed and returned in order to receive the Conference Grant.

Please note that the trip administration needs to send the registration form, along with all the required documents as listed, to the Youth Department at least 2 weeks before funds are required in the trip administrations bank account. This allows time for the treasury department to process the Conference Grant.



STORM CO REGISTRATION FORM

Destination Town:	Church/School:	
Leaders Name:	Contact number while on trip:	
Address:	Town:	PC:
Email:	Phone:	Mobile:

TRIP DETAILS

Date of Departure:	Time of departure:	Departing from:
Date of return:	Number of people on trip:	
Local Council:	Contact:	Phone:
Destination Liaison Person	Phone:	
Address team will be living at:		
Location of kids club/service project:		
Type of service project:		

SPONSORSHIP

Name of person/s attending conference training day* _____
*In order to receive Conference subsidy a representative from your team must be present at the Storm Co training day

A copy of my budget has been provided to the Youth Department

I would like my grant issued by cheque - Payee: _____

Please deposit my grant into the following account:
Name of account: _____ BSB: _____ Account Number: _____

OTHER

I have completed the Team Data Collection form and sent it to the Youth Department

I have obtained a copy of our Public Liability as was requested by the local council or other organisation(s)

I am requesting Extra Risks Insurance

All team members, 18 years and older, have submitted a Working With Children Clearance ID number

All team members have read and signed a Code of Conduct form and a Medical/Permission Form

Please complete and return to NNSW Youth Department



The team data collection form is an Excel spreadsheet used to collect information from each team member for the purposes of:

Working With Children Declaration

The “Commission For Children and Young People Act” dictates that all team members, including all staff over the age of 18 years, seeking to work with children under the age of 18 years need to have a WWC Clearance ID Number.

This is a State Government regulation and must be honoured by all.

Applying for a check is quick, easy, and for a volunteer, FREE. You will need access to the internet, however, if members cannot access the online system, they can call a Customer Support Officer on (02) 9286 7219 for assistance with their application.

<https://wwccheck.ccyp.nsw.gov.au/Applicants/Application>

Once the online form is completed, print off the “new applicant receipt”. This is then taken to your nearest RMS (Roads and Maritime Services) or Government Access Centre (Centrelink) for verification of identity. The Commission for Children and Young People will screen the applicant and email a Clearance Letter to the applicant which will have a Clearance Reference Number.

Volunteers will need to provide their Clearance Reference Number, so that their clearance for child related work is verified. The Youth Department will be maintaining a database at the Conference Office for all youth related volunteer staff. On the Team Data Collection Form include the WWC Clearance Reference Numbers for each team member over 18 so the Youth Department can verify the status of each volunteer.

Volunteer Insurance

Volunteer Insurance is a short-term insurance cover taken out on personnel who are taken on the STORM Co trip. This type of cover is offered free to all participants. It is advisable that all who are covered by Volunteer Insurance are notified of the details and nature of this type of cover.

Ensure that your period of cover includes transit times to and from your destination.

This volunteer insurance cover is provided by Risk Management Services.

TEAM MEMBER SELECTION



Deciding who goes on a STORM Co trip can be a complicated task. The obvious choice will be to choose those individuals who are: fully committed to God, passionate for practical Christianity, hungry for adventure, trustworthy and multi-talented. However, we need not discount the fact that sometimes the best and most valuable team members turn out to be those who are the most unlikely candidates.

Suggested Guidelines for Selecting STORM Co Team Members;

1. Let team members select themselves — sometimes inclusion is simply an answer to the call (however, consider this — a STORM Co trip is not designed to “fix” a problem child).
2. Ask for commitment — give each member an opportunity to “count the cost” and then seek unreserved commitment.
3. It is recommended that you give priority to Seventh-day Adventist persons (where possible) who are active in your Local Church/School.
4. You will need to consider what service tasks you'll be doing whilst on your STORM Co trip, and choose some members who have the skills to satisfy those tasks.
5. It is worth considering having a senior male and a senior female on your team. These persons may be of benefit acting as team “mum” and “dad.”
6. Consider the age mix of your team. You may find it more of a challenge to run a successful trip if you only have team members who are very young. The Youth Department suggests the minimum age of a trip member should be 16 years of age.
7. Consider the level of experience your team members have. You may find it more of a challenge to run a successful trip if you only have new or very inexperienced team members on your team.
8. Two team members who share a special “love relationship” will need to be made aware that there is a potential threat for that relationship getting in the way of their STORM Co trip duties.
9. Depending upon the size and makeup of your team, and the task set before you, a team member who is sick or recovering from a debilitating illness may best consider being a team member on a future trip where, in good health, they are able to make a more valuable contribution.

APPLICATION FORM



It is important when running a STORM Co trip to gather as much useful information as possible on the personnel who make up your team.

The application form serves the purpose of collecting personal details from each participant in order for you as a leader to see their skills set and their reason(s) for applying.

While this process is not compulsory and you will not be required to submit any completed application forms to the conference office, it is a recommended practice. A template form that can be adjusted and personalised for each team is on the NNSW Youth website.

Once you have selected your team we suggest you hold regular meetings leading up to the trip to begin planning and team building.

<Team Destination> <Year>

Application Form



Personal Information

Name: _____ Age*: _____ Birthdate: _____
*Please note 2015 StormCo team members must be 14 years old by 31 March 2015

Address: _____

Home Phone: _____ Mobile: _____

Email Address: _____

Gender: Male/Female Martial Status: _____

Church Attending: _____ WWCC number**: _____
**Persons over 18 years of age must have a Working With Children Clearance ID Number

T-Shirt size: Male – S M L XL XXL OR Female – S M L XL XXL XXXL

Known allergies: _____

Special dietary requirements: _____

StormCo Information

Why do you want to go on a StormCo trip? _____

StormCo involves lots of different areas of service. Please tick the boxes below that you are interested in.

Kid's Club Positions:

<input type="checkbox"/> Programme Director	<input type="checkbox"/> Face Painting Team
<input type="checkbox"/> Balloon Sculpting Team	<input type="checkbox"/> Games Team
<input type="checkbox"/> Craft Team	<input type="checkbox"/> PA Equipment
<input type="checkbox"/> Clowning Team	<input type="checkbox"/> Puppet Team
<input type="checkbox"/> Drama Team	
<input type="checkbox"/> Music Team – If play a musical instrument, please specify: _____	

Other positions:

Director/Nurse/First-Aid Certificate – Specify qualification: _____

Driver – Specify qualifications and/or experience: _____

Meals/Food Coordinator

Other skills I can bring to a StormCo team (For example, builder, electrician, gardener, photographer):

Previous StormCo Experience

Have you been on a StormCo trip before? Yes/No

If you have been on a StormCo trip, please provide the following details:

Year	Location	Positions Held, Work Done

Applicant's Consent

I wish to apply for this 2015 StormCo trip. The information supplied on this form is true and correct. I understand that my application does not mean my acceptance onto a trip. Applicants will be notified by email of their acceptance and allocation to a trip.

Taking photographs and video recordings of StormCo activities has long been a part of StormCo. Photographs and video recordings may be used for the purposes of promoting StormCo and for memorabilia of team members. I consent to be photographed for this purpose.

Applicant's Signature: _____ Date: _____

Parental Consent (if under 18 years of age)

I give permission for my child to apply for this 2015 STORM Co trip. This information supplied on this form is true and correct.

Taking photographs and video recordings of StormCo activities has long been a part of StormCo. Photographs and video recordings may be used for the purposes of promoting StormCo and for memorabilia of team members. I consent for my child to be photographed for this purpose.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____



STORM Co teams are often made up of a variety of people of different ages and from different backgrounds who all bring to the team their own skills and expectations. It can sometimes be challenging for a team leader to keep the team working together.

The idea behind the Code of Conduct is to keep the team cooperating for a common goal with clear guidelines as to what is appropriate and inappropriate in terms of behaviour. This also includes appropriate behaviour when working with children.

A person who chooses not to participate or to present a negative attitude or simply chooses to disregard these guidelines will hurt the team and its purpose in the community. This form is developed to try and help avoid a situation like this.

We ask that you get all team members to read and sign this form and to keep it filed in a safe place.

Code of Conduct



As part of the StormCo team I agree to:

- Be a representative of Christ at all times
- Always work as part of a team
- Respect all team members and the authority of those in leadership
- Be a positive influence in the community
- Keep safe - always make sure the team leaders know where you are
- Use positive affirming and clean language at all times
- Always be on time - this includes community appointments, team meetings and worships
- Dress modestly and appropriately for all occasions
- Displaying no actions of a romantic relationship outside of marriage
- Not let anything damage the team's reputation
- Help resolve conflicts between team members quickly and virtuously, keeping the leaders informed of any that arise.
- Not promise any gifts, activities, return visits, etc to anyone in the community
- Stay focused on the mission of Storm Co and uphold its principals
- Respect the team's privacy and security by not inviting or telling community persons where the team is staying or anything in regards to team movements
- Not engage in rough physical play
- When engaging with children:
 - Not to touch a child in an age/culturally inappropriate manner
 - Not to hold, kiss, cuddle or touch a child except for appropriate touch, e.g. – to comfort distress
 - Not to spend time alone with a child
 - Not to make sexually suggestive comments to a child including compliments about their physical appearance
 - Not to show or share sexually suggestive material to a child in any form such as email, text, movie or sound file
 - Not to assist children to do things of a personal nature that they can do for themselves
 - Not to publish unauthorized photos, movies or private or identifiable information of a child, including online, without parental/guardian consent.

I have read and fully understand this STORM Co Code of Conduct. I understand that if I choose to disregard these principles, I may be required to travel home immediately at my own expense. I understand that if I breach any state or federal laws that I may be reported to the authorities.

Name _____

Signature _____ Date _____

MEDICAL PERMISSION FORM



The medical permission form serves the purpose of securing personal and medical details from each participant. This ensures that the STORM Co trip administration team has the best opportunity of providing an adequate level of duty of care to all team members.

While this process is not compulsory and you will not be required to submit any completed medical permission forms to the Conference Office, it is a recommended practice. A template form that can be adjusted and personalised for each team is on the NSW Youth website.

Medical information is confidential and should be held securely. Once the trip is complete we advise that medical information is destroyed.

<Team Destination> <Year>

Medical/Permission Form



Name: _____ DOB: _____

Medical Information

Local Doctor: _____ Phone: _____

Medicare Number: _____ Individual #: _____

Private Medical Fund: _____ Last Tetanus Injection: _____

Allergies (eg. Bee sting, plants, drugs, foods, other), reaction and response needed: _____

Medical History (e.g. asthma, diabetes, epilepsy, knee problem, recent operation, injury or illness): _____

Medication/s Required (indicate dose and frequency): _____

Emergency Contact

1st Contact Name: _____ Relationship: _____

Home Phone: _____ Mobile: _____

2nd Contact Name: _____ Relationship: _____

Home Phone: _____ Mobile: _____

Medical Emergency

I, _____ give consent for my child/self _____ to receive any x-ray examination, anaesthetic, medical, surgical or hospital treatment as may be deemed necessary by a licensed physician and/or surgeon in an emergency situation arising during any StormCo event. I understand that the emergency contact person/s will be notified by telephone as soon as possible should an emergency situation arise.

Signature (OR Parent/Guardian if under 18yrs): _____ Date: _____

Parental Consent (if under 18 years of age)

I, _____ (parent/guardian) give permission for my son/daughter _____ to attend the StormCo trip to <team destination>, <team dates>.

Signature of Parent/Guardian: _____ Date: _____



Conference Funding Appropriation

The Conference Office allocates a certain amount of funding to each trip. In order to receive this funding you must complete a projected budget and submit it, along with all other compulsory forms, at least 2 weeks prior your trip departure date.

STORM Co Trip Income

Finance for a STORM Co trip will most likely come from a number of different sources:

- Local church/school
- Local conference
- Team fees
- Sponsorships
- Grants
- Fund-raising

Remember, it's vital that you provide a receipt for ALL monies received, no matter how small the amount. Insist on giving a receipt, even to those who say they don't require it.

STORM Co Trip Expenditure

Whilst on your trip, it is again very important to receive a tax receipt (complete with the ABN number of the business) for any monies expended. As with trip income, it is vital that there be financial transparency throughout all levels of a STORM Co trip, so that if there are any questions regarding income or expenditure there is a "paper trail" to follow that will confirm any action.

STORM CO 2015 | CHURCH/SCHOOL – DESTINATION

Projected Budget

Income	Expenses
\$1,000 – Conference Grant	\$900 – Bus Hire
\$800 – Church Contribution	\$1000 – Fuel
\$3,000 – Participants (\$150 x 20)	\$1,750 – Food
\$750 – Private Donations	\$750 – Kids Club
	\$500 – Community Projects
	\$500 – Accommodation
TOTAL: \$5,550	TOTAL: \$5,400

Balance

TOTAL Income – TOTAL Expenses: \$150



Confirmation of Public Liability Insurance may be sought by another organisation when hiring or using their property.

If an entity requests that you supply them with a statement of your level of Public Liability Insurance you will need to complete the request form online at:

<http://www.rms.org.au/forms/online-public-liability-request>

Alternatively, complete the public liability form located in the STORM Co resources section of our website, www.nswyouth.com. Send it directly to:

Risk Management Service
Locked Bag 2014
Wahroonga NSW 2076
Phone: (02) 9847 3375
Fax: (02) 9489 7428
Email: rms@adventist.org.au

Note that this type of insurance cover represents no cost to either you or any of your team members.

PUBLIC LIABILITY INSURANCE

CONFIRMATION REQUEST FORM



Today's Date _____ / _____ / 20 _____

Name of External Organisation asking for Confirmation _____

Address of Organisation _____

State _____ Postcode _____

Location of Activity _____

Name of SDA Church Organisation organising the Activity _____

What is the activity? _____

Date of Activity _____ / _____ / 20 _____ to _____ / _____ / 20 _____

Has the governing Board or Committee of the SDA Church organisation above approved the activity (note: certificates can only be issued for official church activities). Please circle: YES / NO

Name of Board or Committee that approved the activity _____

Date required by other organisation _____ / _____ / 20 _____

Your Name _____

Your Phone Number _____

Your Email address _____

Your Signature _____

**** PLEASE NOTE****

Confirmation of Public Liability Insurance may be required by another organisation when hiring or using their property. Gencon Insurance Company requires specific details. Please fill in all information requested.

148 Fox Valley Road
Locked Bag 2014
Wahroonga NSW 2076
Telephone (02) 9847 3375
Fax (02) 9489 7428
Email info@rms.org.au

The following is a typical list of personal items that coverage is usually sought for:

1. Musical instruments
2. Camera equipment
3. Computer equipment
4. Sound/visual equipment
5. Mobile telephone

There are a number of things to consider when seeking "Extra Risks" Insurance cover for equipment:

1. Make sure that the item(s) you wish to insure is/are essential to your trip. Extra Risks Insurance is not used to cover items that are taken on a trip merely for a team member's personal use.
2. It is important that the replacement value of the item is quoted on your form.
3. Ensure that all information pertaining to the item's make, model and serial number is accurately reported.
4. Ensure that your period of cover includes transit times to and from your destination.

In order to assist teams the North NSW Youth Department will cover the expense of "Extra Risks Insurance" up to a certain amount. You will need to confirm that amount with the Youth Department closer to the date of your trip to seek any further clarification or information pertaining to "Extra Risk Insurance" including the conference assistance amount available.

LOSS NOTIFICATION



If you something you've insured is lost while on your Storm Co trip and you would like to make a claim you will need to use the Loss Notification Form. It is made up of two parts, both of which are very important:

LOSS NOTIFICATION FORM

RMS
Risk Management Service

Certificate Number (if applicable) _____
 Name / Organisation _____
 Phone Number _____ Fax Number _____
 Postal Address _____ State _____ Postcode _____
 Email Address _____
 Date of incident ____/____/20____ between ____am/pm and ____am/pm
 Where did event occur? (i.e. Specific room/building) _____
 What happened, how did it happen and why? (Provide as many details as possible) _____

If loss due to criminal activity please answer:
 If claim for loss by burglary or theft, describe method of entry _____
 Please indicate whether there is/was an operating security alarm system installed in section of building from which loss occurred. YES NO
 Name/s and address/es of person/s, if any, responsible _____
 Have police been notified? _____ If so, what station? _____ Date _____
 (Note: Police must be notified in all instances involving criminal activity) Report Number _____

Describe action taken to reduce this loss _____
 Describe action taken to prevent similar losses in the future _____
 Are you the sole owner of the property which was damaged or lost? _____
 Is there any other insurance on the property which was damaged or lost? If so, please supply details: _____

FOR AUSTRALIAN ORGANISATIONS ONLY

A. Please indicate your ABN _____
 B. Are you entitled to claim an input tax credit for the GST on your contributions/premiums?
 If you ticked 'Yes' and your entitlement is less than 100% of the GST please indicate % of the GST. Yes No
 % _____
 C. Are you entitled to claim an input tax credit for the GST on the costs which are the subject of this claim?
 If you ticked 'Yes' and your entitlement is less than 100% of the GST please indicate % of the GST. Yes No
 % _____

DECLARATION

We do hereby declare that the foregoing answers are true and correct to the best of our knowledge and belief and that the information detailed in the Schedule is a true and faithful account of the actual loss sustained, and hereby undertake to notify the RMS immediately if any of the lost or stolen property is subsequently recovered, and at the option of the RMS to return the property or refund the amount of money received by way of compensation in respect thereof.

Signed _____ Official Title _____ Date ____/____/____
Please forward to your Conference, Union, Division or Institution CFO for countersigning
 Countersigned _____ (Officer of Conference or Institution)

NOTE: Take care to complete all details including schedule on the next page of this form. Seventh-day Adventist Church (Division Services) Limited A.C.N. 113 943 307

1. Information/Declaration Form (left)

The Information/Declaration section of the form is designed to allow you to detail the events surrounding the loss or damage of the goods. Be sure to try and supply as much information as you can in this section. The section following this is the declaration that you will need to complete, stating that the information you have supplied is as complete and accurate as you can make it.

2. Property Damaged Or Lost Schedule (below)

The Property Damaged Or Lost Schedule section features a table that allows you to detail the items actually stolen or lost. Please note that when you are filling out this section you state the replacement cost of the item(s) not the cost that you originally secured the item for.

Both of these forms need to be completed and sent to the NSW Conference Youth Department at your soonest convenience after the incident has occurred.

SCHEDULE OF PROPERTY DAMAGED OR LOST

Item	State if lost or give details of damage	Serial No. and/or Year Acquired	Cost to Replace *	Cost of Repairs *	FOR RMS OFFICE USE ONLY
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				FOR RMS OFFICE USE ONLY	
* IMPORTANT *				Total of Damage/Loss	
Attach a receipt, invoice or quote for <u>EVERY</u> item				Less Excess (if applicable)	
				TOTAL after excess	

INCIDENT REPORT FORM



The Incident Report is one that should be used for notification of all instances involving personal injury to, or property damage of, third parties on denominational property, OR during denominationally-sponsored activities. It is not a claim form, and therefore should not be completed by any person who may in fact potentially lodge a claim resulting from the reported incident.

Typically the kind of things you would report using this form are;

- Lacerations
- Head injuries
- Broken bones
- Burns (including severe sunburn)
- Eye injuries
- Bad muscle strains/ligament damage
- Bad fever
- Persistent vomiting, diarrhoea
- Snake/spider/jelly fish bites or stings
- Stolen, damaged equipment

If there is any dispute after an injurious event as to whether a report form needs to be filled out, remember the unwritten rule; **“If in doubt, fill it out”**.

This form needs to be filled in and the original sent to Risk Management Service (fax - (02) 9489 7428 / email - rms@adventist.org.au). Be sure to send a copy to the conference Youth Department at your earliest convenience after the incident has occurred.

<p>INCIDENT REPORT FORM </p> <p>This form should be used for notification of all instances involving personal injury to, or property damage of, third parties occurring on denominational property or during denominationally sponsored activities. This is <i>not</i> a claim form and should <i>not</i> be completed by a potential claimant.</p> <p>Organisation Details Institution/Church/School _____ Address _____ State _____ Postcode _____ Phone _____ Fax _____</p> <p>Injured Person Name _____ Address _____ State _____ Postcode _____ Phone _____ Gender _____ Age _____</p> <p>Details of Injury or Property Damage Apparent injury or property damage _____ _____ Was the injury of a serious nature? Yes / No If yes, give details _____ _____</p> <p>Treatment Given (if any) First aid given by _____ Address _____ Treated by doctor (name) _____ Address _____ Medical diagnosis by doctor (if known) _____ Ambulance involved? Yes / No depot _____ Hospital treatment? Outpatient/admitted _____ Name of hospital _____</p> <p><small>148 Fox Valley Road Locked Bag 2014 Wahroonga NSW 2076 Telephone (02) 9847 3375 Fax (02) 9489 7428 Email rms@adventist.org.au</small></p>	<p>When, Where, How Date of incident ____/____/20____ time ____ am/pm Exact location _____ Full description of incident including type of activity & names of all Persons directly involved _____ _____ _____ (attach separate statement if space insufficient) Was a registered motor vehicle involved? Yes / No _____ If yes, give details _____ Were police involved? Yes / No _____ If yes, give name of office & station _____</p> <p>Witnesses – obtain & forward Written Statements Name _____ Address _____ State _____ Postcode _____ Name _____ Address _____ State _____ Postcode _____ Name _____ Address _____ State _____ Postcode _____</p> <p>Claim Potential Has any claim been made? Yes / No _____ If answer “no”, do you anticipate a claim will be made _____ If claim has been made, was it verbal / in writing? _____ If “verbal”, please give full details _____ _____ If “in writing” please take a copy for your records and attach the original document to this report.</p> <p><small>148 Fox Valley Road Locked Bag 2014 Wahroonga NSW 2076 Telephone (02) 9847 3375 Fax (02) 9489 7428 Email rms@adventist.org.au</small></p>	<p>Organiser or Controller of activity Name _____ Title _____ Surname _____ Christian Name _____ Address _____ State _____ Postcode _____ Phone _____ Fax _____ Signed _____ Date ____/____/20____ Official Title _____ Signed _____ (Principal/Manager)</p> <p>NOTE: DO NOT ADMIT LIABILITY! To do so may prejudice your liability protection.</p> <ul style="list-style-type: none"> o Mail this report promptly to: Risk Management Service Locked Bag 2014 WAHROONGA NSW 2076 o Ensure your supervisor has been informed and has signed this form prior to mailing o If the incident is serious, immediately phone (02) 9847 3372 or Fax (02) 9489 7428 o Supply originals of all correspondence, accounts, and other documents relating to the incident. o Keep copies for your own records. o Please keep the Risk Management Service promptly advised of any further developments. o This form is not to be used for workers' compensation claims. <p><small>148 Fox Valley Road Locked Bag 2014 Wahroonga NSW 2076 Telephone (02) 9847 3375 Fax (02) 9489 7428 Email rms@adventist.org.au</small></p>
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* Not compulsory unless an incident occurs, in which case a form **MUST** be completed



NNSW YOUTH

This manual was produced by the NNSW Youth
Department for use by STORM Co team leaders. © 2015