**Basic Details** – shared with parents via OSM

|  |  |
| --- | --- |
| **Title** |  |
| **Date** |  |
| **Summary** |  |

**Notes**

|  |  |
| --- | --- |
| Start of meeting |  |
| Games |  |
| End of meeting |  |

**Activities and badges**

|  |  |
| --- | --- |
| Activities |  |
| Badge links |  |

**Adults**

|  |  |
| --- | --- |
| Leaders available |  |
| Parent rota needed | y/n |
| Parent notes |  |

**Risk Assessment** – if a risk assessment has been entered before, then you can reuse it, or copy it and alter it.

|  |  |
| --- | --- |
| Hazard |  |
| Category | Use a general term like Outdoors |
| Who is at risk |  |
| Controls |  |

**Programmes at home** – this needs to be enabled if you want parents/children to do work away from meetings and then upload it later.