AD.1.12.2 Youth Activities on Campus
Schedule B
Inquiry Form for External Organizations

Please complete all sections of this form in full detail. All sections are mandatory. Incomplete inquiry forms may result in a delay in receiving a response from the Youth Initiatives Office.

**External Organization Information**

Name of Organization:

___________________________________________________

Key Contact First Name: __________________

Key Contact Last Name: __________________

Title/Role: ____________________

Telephone: _______________ Email:  ___________________________

Address: _______________________

Website:  _______________________

1. Outline of Proposed Youth Activity

Organization’s Missions/Values (250 words or less):

Description of proposed youth activity:
How does your youth activity align with the mandate/goals of SAIT’s Youth Initiatives?

What are the outcomes you are looking to achieve from the youth activity?
What role/input do you require from SAIT?

Proposed/desired start date: ____________  End date: ________________
Are these dates flexible?  ______ Yes  ______ No
Number of youth participants: ______________________
Age of youth participants: __________________________
Number of adults who will provide supervision during the youth activity: ____________
How are the adults who will provide supervision during the youth activity affiliated with your organization:
______________________________________________________________________________
______________________________________________________________________________
Please provide information about the space/facilities requirements for this youth activity:

3. Budget Summary

Please provide a breakdown of the estimated costs for this youth activity:

How will costs for this youth activity be covered?
4. Risk Management

What risks may be associated with this project/program/event for participants or SAIT?

How will these risks be managed and mitigated?
Have you partnered with SAIT’s Youth Initiatives Office and/or SAIT before?

[ ] Yes [ ] No

How did you hear of SAIT’s Youth Initiatives Office?

Any other comments or information you would like to add:

Please email your completed inquiry form and any additional proposal documents to:
youth.programs@sait.ca