



**AD.1.12.2 Youth Activities on Campus  
Schedule C  
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:  
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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?

## 2. Event Details

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](mailto:youth.programs@sait.ca)