



**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?

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