**EOTC Guidelines Tool Kit Sample Forms comparison table**

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| **Original form** | **Description** | | **Replaced by** | **Description** | | |
| **Pre-event approval and planning** | |  |  |  | | |
| Sample Form 1 | EOTC event proposal | | Form 1 | EOTC Event Proposal, Approval and Intentions form | | |
| Sample Form 2 | EOTC event approval | |  |  | | |
| Sample Form 3 | EOTC event planning checklist | | Form 10 | EOTC Event Prepare and Implement Checklist | | |
| **Communication with parents, whanau and students** | |  | | |  |  |
| Sample Form 4 | Information for parents/caregivers | | Form 8 | EOTC Parent Information letter | | |
| Sample Form 5 | Blanket consent | | Form 7 | EOTC Blanket Consent Form | | |
| Sample Form 6 | Parental consent, emergency contacts and risk disclosure | | Form 9 | EOTC Parental Consent | | |
| Sample Form 7 | Health profile and medical consent | | Form 18 | EOTC Health Profile | | |
| Sample Form 8 | Record of medication administered | |  | Over arching school system | | |
| Sample Form 9 | Health care plan | |  | Over arching school system | | |
| Sample Form 10 | Aquatic activity consent | | Form 9 | EOTC Parental Consent | | |
| Sample Form 11 | Student contract | |  |  | | |
| **Staffing and supervision** | |  |  |  | | |
| Sample Form 12 | Activity leader and assistant competence | | Form 5 | EOTC Staff Competence Record from | | |
| Sample Form 13 | Volunteer assistant agreement | | Form 4 | EOTC Volunteer Assistant Agreement form | | |
| Sample Form 14 | Contracting checklist | | Form 6 | EOTC External Provider Agreement form | | |
| Sample Form 15 | Agreement between school and outside provider | |  |  | | |
| Sample Form 16 | Outside provider – contract for services | |  |  | | |

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| **Safety management** | |  |  |  | | |
| Sample Form 17 | Hazard Assessment and Control (RAMS) | | Form 2 | EOTC Risk Assessment form | | |
| Sample Form 18 | Risk management plan (RAMS) | |  |  | | |
| Sample Form 19 | Safety action plan (SAP) | |  |  | | |
| Sample Form 20 | Summary of participants’ information | |  | Over arching school system | | |
| Sample Form 21 | Useful emergency numbers | | Form 14 | EOTC Emergency Response Guide | | |
| Sample Form 22 | Venue/facility safety | | Form 6 | EOTC External Provider Agreement form | | |
| Sample Form 23 | Transport safety and student drivers | | Form 11  Form 12 | EOTC Transport Plan EOTC Drivers and Passenger Permission form | | |
| Sample Form 24 | EOTC management self-audit checklist | | Form 10 | EOTC Event Prepare and Implement Checklist | | |
| Sample Form 25 | Media wallet card | |  | (EOTC Guidelines) | | |
| **Post-event evaluation, logging and reporting** | |  | | |  |  |
| Sample Form 26 | EOTC event evaluation | | Form 17 | EOTC Event Review | | |
| Sample Form 27 | EOTC leader log book | |  |  | | |
| Sample Form 28 | EOTC equipment log | | Form 16 | EOTC Equipment Log | | |
| Sample Form 29 | Injury report form | | Form 15 | EOTC Incident Report | | |
| Sample Form 30 | National Incident Database (NID) report form | |  |  | | |
| Sample Form 31 | First aid check lists | |  |  | | |
| Sample Form 32 | EOTC event inventory and competence register | | Form 3 | EOTC Event Competency Requirements and Staffing | | |
|  |  | | Form 13 | EOTC Equipment Lists | | |