**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 and Supervision 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 11Form 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 Standard Operating Procedures |
|  |  | Form 13 | EOTC Equipment Lists |