

## Tenant-Led Group Form

Name of Tenant-Led Group: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Prov \_\_\_\_\_ Postal code \_\_\_\_\_

Name and Address of Group \_\_\_\_\_  
 \_\_\_\_\_

Current Insurance  Yes  No Expiry Date \_\_\_\_\_

Insurer \_\_\_\_\_

### Activities

List activities that the tenant-led group plans to carry out during the current year. Include the number of participants and location. Be sure to list regular programs such as hot meals, crafts, bingo, etc., as well as occasional or special events.

| Activity/Event | Date/Frequency | # of Events/Participants | Location |
|----------------|----------------|--------------------------|----------|
| <b>Example</b> |                |                          |          |
|                |                |                          |          |
|                |                |                          |          |
|                |                |                          |          |
|                |                |                          |          |
|                |                |                          |          |
|                |                |                          |          |
|                |                |                          |          |
|                |                |                          |          |

### Children's Activities

If activities include children, specify the names of the supervisors and their qualifications, as well as the ages of the children who are participating.

| Activity/Event | # of Events/Participants | Ages | Supervisor/Qualifications |
|----------------|--------------------------|------|---------------------------|
| <b>Example</b> |                          |      |                           |
|                |                          |      |                           |
|                |                          |      |                           |
|                |                          |      |                           |
|                |                          |      |                           |
|                |                          |      |                           |
|                |                          |      |                           |
|                |                          |      |                           |
|                |                          |      |                           |

## Special Activity Areas

List areas where programs/activities are carried out, e.g., woodworking shop, craft room, exercise room, sewing room, etc. and indicate which piece of equipment tenants have access to in each area.

| Activity/Area  | Equipment | Who has Access and During What Hours |
|----------------|-----------|--------------------------------------|
| <b>Example</b> |           |                                      |
|                |           |                                      |
|                |           |                                      |
|                |           |                                      |
|                |           |                                      |
|                |           |                                      |
|                |           |                                      |

## Volunteers

List the number of volunteers within your tenant-led group, the nature of their duties, and the hours of "work". Please include any other pertinent information. (For example, does the volunteer offer advice or counseling services, or perhaps use his/her own car to transport tenants?)

*Note: Volunteers will only be covered by insurance if they are acting within the scope of their volunteer duties when the injury or damage occurs – a good reason for volunteers to have a detailed job description!*

| Volunteer      | Hours of Work | Duties |
|----------------|---------------|--------|
| <b>Example</b> |               |        |
|                |               |        |
|                |               |        |
|                |               |        |
|                |               |        |
|                |               |        |
|                |               |        |

## Contents

Does the tenant-led group own any contents for which insurance coverage is required?  Yes  No

| Property       | Location | Values |
|----------------|----------|--------|
| <b>Example</b> |          |        |
|                |          |        |
|                |          |        |
|                |          |        |
|                |          |        |
|                |          |        |
|                |          |        |

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_