

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
Example			

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
Example			

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
Example		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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
Example		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Contents

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

Property	Location	Values
Example		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Applicant _____

Date _____