After School YAC Pre-Approval Branch Checklist	
Name of YAC:	**Date completed:**
Completed by:	

Contact details to appear on public information (e.g. YAC website)	
Person to be shown:	
Venue postcode (for website map pin):	
Telephone number(s):	
Email address:	
Website :	

Venue details	
Are your venue details the same as on your original application?	
If no, revised details are; **Postal address of main venue (if applicable):**	
Telephone number(s):	

Running Sessions and Management – tick indicates yes	
Six-month programme same as original application?	
If no, revised details are:	
Joining fee: £	**Session fee: £**

How will the YAC be inclusive?	

Do Leaders have specific roles?	

Leaders are aware of the requirement for a paid member of school staff to run the branch	
Leaders are aware of the YAC Facebook group, social media account training and YAC HQ central support	
Leaders are aware that they may be asked to support YAC fundraising	

Record Keeping – tick indicates yes	
Leaders have received a copy of what details they need to provide at their Launch *(NB this will be provided in an acknowledgement email once the branch application has been approved)*	
Leaders understand that they must inform YAC HQ of any changes of contact for the YAC Leaders	

Signed on behalf of the new YAC team:
Date:
Signed on behalf of YAC HQ:
Date: