



Guidance notes

Leaders/Event coordinators

Leader refers to the person completing the form and seeking the Commissioner's approval.

Event coordinator refers to the person with overall responsibility for the event.

Please note: The Leader and event coordinator can be the same person but this is not a requirement.

When to use this form

Your Commissioner must be notified of all events that involve an overnight stay. This form can be submitted to your Commissioner electronically.

Please send this notification to your Commissioner as early as possible. You must allow enough time for her to approve all your plans, such as the venue and staff (including recruitment checks). The timescales stated below should be regarded as a minimum.

- For a unit event run by a licence holder, allow at least two weeks.
- If an assessment is required, the module(s) to be assessed must be stated on the first page of the form and submitted to the Commissioner at least four weeks before the event.
- For a large-scale or international event, you may need to allow as much as 12 to 18 months.

Complete as much of the form as you can. Some elements may not have been finalised when you first submit this form; through ongoing communication with the Commissioner and relevant Adviser you will be able to complete it in full as your planning progresses.

Authorising the event is the responsibility of the Commissioner and this is best achieved by using the knowledge and expertise of her Advisers. Your local Commissioner must pass the information along to be seen by a relevant Adviser (eg Outdoor Activities Adviser). If you are staying at an independent site (such as church hall or farmer's field) it is good practice to make contact with the local Residential/Outdoor Activities Adviser. If your event takes place outside your own County, your Commissioner must forward this form to the relevant Adviser local to that area for her information. The Adviser will be able to provide details of local facilities such as GPs and hospitals.

- **Membership number:** You need to provide your membership number so that your Commissioner can look up your details on Go! to check relevant qualifications.
- **Type of event:** Your event may fall into more than one category; use as many as apply.
- **Venue and/or provider information:** Examples of information could be: 'JEKA package holiday to Disneyland', 'Skelderthorpe County Campsite, Skeldertown, SK1 1AA', or 'The Canal Queen narrowboat, owned by Jane Wilson, moored at SK1 1AA'.
- **Details of all additional adults, including your Leadership team, accompanying group:** Your Commissioner needs this information, including membership numbers, to check relevant qualifications and that all adults have completed the necessary recruitment checks.
- **A to Z of Activities:** You can find this at www.girlguiding.org.uk/guidingmanual > Activities. Please check for guidelines and requirements for all activities.
- **Members with disabilities:** Seek advice from your Special Needs Adviser.
- **Parental permission:** This is required for all residential events. The Information and Consent for Event/Activity form (available from www.girlguiding.org.uk > Members' area > Resource library > Forms) must include all planned activities (eg swimming, archery). Parents must also be given a Health Information form.
- **Home Contact:** See the *A to Z of Activities* for information on the Home Contact's responsibilities.
- **Additional details:** Please provide all the details that your Commissioner needs to be aware of in the box provided. Risk assessments and any other information can be attached on a separate sheet.

Name of event _____

Leader details

First name(s) _____

Surname _____

Membership number _____

Going Away With Scheme assessment required?

If yes, module(s) to be assessed: _____

Event coordinator details (if different from left)

First name(s) _____

Surname _____

Membership number _____

Yes No

Type of event (tick all that apply)

Overnight

Residential event two nights or more. Responsibilities include:

Catering

Programme

Facilities

Camping equipment

Large-scale event (100+ participants including adults and the Event Team)

Joint event with other Girlguiding members*

Joint event with another organisation

Expedition

International**

Holiday afloat

* If you are joining an event run by another Girlguiding unit or area, please ensure the event coordinator has provided her Commissioner with full details.

** Your Commissioner must discuss the trip with the International Adviser before an international event can be approved.

Start date _____ End date _____

Venue and/or provider information

Participant details

Name(s) of additional adult(s) attending

Membership numbers

Role at residential (eg catering, first aid)

Number of participants:

_____ Rainbows

_____ The Senior Section

_____ Other children

_____ Brownies

_____ Adult members

_____ Other adults (eg parents or members of other organisations)

_____ Guides

_____ Young Leaders

Checklist

I have followed the guidelines for residential events (and adventurous activities if applicable) in the online *A to Z of Activities*.

I have made adequate provision for members with additional needs.

I have obtained/will obtain parental permission for all aspects of the event.

I have provided details of all adults accompanying the group.

I have arranged/will arrange a Home Contact in case of an emergency.

I have checked that the venue has a risk assessment and have carried out my own risk assessment, included below.

Home Contact name: _____ Telephone number: _____

Detailed outline of planned adventurous activities, including qualifications of instructors/providers, and risk assessments (can be attached separately).

Completed forms should be forwarded by authorising Commissioner to all appropriate Advisers.

Name(s) of Adviser(s) forwarded to:

The Commissioner must return this form to the Leader either by email or post to confirm approval of this event.

This form should be signed only when the authorising Commissioner is happy with all aspects of the event.

Commissioner's approval

Commissioner's name _____ Date _____