



Girlguiding UK Green Form (Revised March 2010)

Girlguiding UK Notification Form for all Duke of Edinburgh's Award (DofE) Expeditions

This form is to be used for all Girlguiding UK DofE practice and assessed expeditions at Bronze, Silver and Gold levels of the DofE Award. It replaces the DofE *Green Form* (DofE Expedition Notification Form for Expeditions in Wild Country - October 2009) and various Girlguiding UK forms such as A/A, A/M, A/S and A/P.

Further copies of this form are available to download from the Girlguiding UK website (www.girlguiding.org.uk).

1. What is the notification form for?

All accompanied and unaccompanied practice and qualifying expeditions at Bronze, Silver or Gold level carried out under these Operating Authorities – Girlguiding UK, Girlguiding Cymru (Wales) and Girlguiding Scotland – MUST be notified at least **SIX** weeks in advance to the Girlguiding Home County DofE Adviser/Coordinator (or Outdoor Activities Adviser/Coordinator in the absence of the DofE Adviser) in order to gain approval and to advise them that the expedition is taking place. The Home County DofE Adviser/Coordinator will also inform certain Girlguiding UK Leaders that the expedition is taking place.

This form is also to be used to notify the DofE that you are organising either an unaccompanied practice or a qualifying expedition in one of the DofE's designated Wild Country areas as defined in the *Handbook for DofE Leaders* (6th edition, pp 67-68).

An unaccompanied expedition is one where remote supervision is used at any point, that is, all final practices and qualifying expeditions. Any training where remote supervision is used must also be notified.

2. Who needs to approve your Expedition?

All Girlguiding practice and qualifying DofE expeditions must be approved by your Home County DofE Adviser/Coordinator on behalf of the Operating Authority (Girlguiding UK), see page 10.

3. Who needs to be notified?

Once your expedition has been approved by your Home County DofE Adviser/Coordinator, for expeditions taking place in Wild Country the DofE Expedition Coordinator for the Wild Country area you are visiting (names and addresses are available at: www.DofE.org/go/expeditionareas) must be informed.

4. Why?

Notifications and route details are submitted to your Home County DofE Adviser/Coordinator and to DofE Expedition Assessor Networks for expeditions in Wild Country to:

- confirm that your proposals, if followed, comply with the 20 conditions of the Expedition section
- ask for assessment by the Wild Country DofE Assessor Network (unless the team is providing its own assessor)
- provide advice based upon local knowledge of the area to assist with the planning of the expedition
- help the DofE to monitor, support and encourage responsible use of Britain's wild places and resolve any issues which might arise
- ensure that relevant Girlguiding UK Leaders are aware that the expedition is taking place.

5. What information do you need to provide?

For Bronze and Silver practice and qualifying expeditions not in 'Wild Country' and for Gold practice and qualifying expeditions in 'Wild Country', the following must be sent to your Home County DofE Adviser/Coordinator at least 7 weeks before your expedition:

- **two copies** of the notification form per team **fully completed** and signed by your DofE Leader/Supervisor.
- **one copy** of route outlines (tracings on A4 tracing paper or a separate tracing for each day). The route outline should be taken from a 1:50,000 OS map and include grid coordinates, grid references showing the start, all camp sites, the finish, the location and brief details of any exploratory work, bad weather alternative routes, escape routes and the direction of travel.

You should send a stamped self-addressed envelope with your notification form.

6. What happens once you have submitted your form?

Your Home County DofE Adviser/Coordinator will review all the detail provided and providing they are able to approve the expedition on behalf of the Operating Authority (Girlguiding UK), will return one copy of the notification form to your DofE Leader/Supervisor.

7. On receipt of the approved notification form from the Home County DofE Adviser/Coordinator:

7a. For Bronze and Silver practice and qualifying expeditions not in 'Wild Country'.

In conjunction with your DofE Leader/Supervisor, you may now proceed to finalise and undertake your expedition. If the expedition is a qualifying expedition for your Bronze or Silver Award, do not forget to keep your DofE Accredited Assessor informed.

7b. For qualifying expeditions in Wild Country where you are requesting assessment through the DofE Network you must send the following to the appropriate DofE Expedition Coordinator:

At least 6 weeks before your expedition:

- **two copies** of the notification form, as approved by your Home County DofE Adviser/Coordinator
- **two copies** of route outlines (tracings on A4 tracing paper or a separate tracing for each day). The route outline should be taken from a 1:50,000 OS map and include grid coordinates, grid references showing the start, all camp sites, the finish, the location and brief details of any exploratory work, bad weather alternative routes, escape routes and the direction of travel.

At least 2 weeks before your expedition:

- route cards with grid references, daily distances and timings, details of exploratory work, camp site locations, bad weather alternative routes and escape routes
- notes on the aim of the expedition
- list of personal and team equipment to be carried including details of meals and supplies.

You should send a stamped self-addressed envelope with your notification form.

7c. For practice expeditions or for qualifying expeditions in Wild Country where you have arranged your own Accredited Assessor the following must be sent to the appropriate DofE Expedition Coordinator:

At least 4 weeks before your expedition:

- **two copies** of the notification form, as approved by your Home County DofE Adviser/Coordinator
- **two copies** of route outlines (tracings on A4 tracing paper or a separate tracing for each day). The route outline should be taken from a 1:50,000 OS map and include grid coordinates, grid references showing the start, all camp sites, the finish, the location and brief details of any exploratory work, bad weather alternative routes, escape routes and the direction of travel.

At least 2 weeks before your expedition:

- route cards with grid references, daily distances and timings, details of exploratory work, camp site locations, bad weather alternative routes and escape routes
- notes on the aim of the expedition
- list of personal and team equipment to be carried including details of meals and supplies.

You should send a stamped self-addressed envelope with your notification form.

The DofE Expedition Coordinator will review the information provided to assess its suitability as a DofE practice or qualifying expedition.

If you have requested assessment by the DofE Assessor Network and it is possible to provide this then you will be notified of the details of the allocated Assessor and they will contact the team or Expedition Supervisor directly.

A charge for assessment will be made to each DofE team by the DofE Assessor Network. This reflects the amount of time involved at each DofE level, makes a contribution towards associated costs and ensures consistency. Please see the website www.DofE.org/expedition for current costs.

The DofE Expedition Coordinator will issue approved qualifying expeditions with a Notification Reference Number which must be entered on the appropriate page in each participant's *Record Book/eDofE page/Keeping Track booklet* following the successful completion of the expedition.

8. What else do you need to know?

The expedition team will be notified of any access issues or other sensitive local issues known to the DofE, but teams should always negotiate their own access and camp sites.

The Duke of Edinburgh's Award **cannot accept responsibility for the supervision of the participants**. The suitability of the proposed route for the participants is dependent on their experience, training, equipment, physical fitness and the weather conditions. Approval of the route does not remove the duty of the Operating Authority and its representatives to monitor the safety of the participants during the expedition.

The DofE stresses the seriousness of failure to notify the DofE Expedition Coordinator of expeditions in Wild Country. In such cases the expedition will have no standing with the DofE and the participants and Leaders will not be covered by the DofE's insurance policy.

Teams should retain a copy of all information for reference and a copy **must** be sent to the Operating Authority. **Separate forms must be used for each team**. Where a proposed route spans more than one expedition area the team must send notification and route tracings/outline to the Expedition Coordinator in whose area the majority of the expedition takes place.

If you have an approved variation to the 20 conditions of the Expedition section, then please attach a copy of the signed *Variation Form*, which is available to download from the DofE's website www.DofE.org/go/downloads, to your *Green Form* when it is submitted.

9. Peak District

If the expedition is to take place in the Peak District National Park, it may be necessary to complete a *Red Form* to inform the Park Authorities about your plans. For more details, visit www.peakpanel.org.uk.

10. Access to private land

Girlguiding UK DofE Groups are reminded that, unless a statutory right of access exists, the consent of landowners or their agents must be obtained before expeditions enter private land. For expeditions in Scotland, teams should notify landowners of their intentions to camp, although permission is not required. Maintaining positive relationships with landowners is important and teams should act responsibly at all times.

11. Conditions for notification and assessment

A Supervisor must be based in the area of the expedition and, while not participating in the expedition, must be readily available and responsible for the welfare and safety of the team(s). Assessors are volunteers who willingly undertake to assess expeditions, but they cannot accept other responsibilities. The Supervisor must hold the necessary qualifications in the mode of travel as required by Girlguiding UK (consult *The Guiding Manual* at www.girlguiding.org.uk for details).

Each member of the team must have satisfactorily completed all the training requirements outlined in the *Handbook for DofE Leaders*. The detailed Expedition Training Framework for each level is available at www.DofE.org/expedition.

Equipment should be as recommended in the *Expedition Guide* and at www.DofE.org/go/expeditionkit. It should be suitable for the activity and the environment in which it will be used and conform to current safety standards. It is the DofE Leader's responsibility to ensure that all Operating Authority requirements are fulfilled. It is the Operating Authority's responsibility to ensure that participants are prepared, adequately equipped and fit in all respects to carry out their expedition. Each young person should be seen, with the clothing and equipment they will take on the expedition, by an accredited Assessor or a suitably experienced person (such as the holder of the Walking Group/Mountain Leader Award, BCU Coach or equivalent experience), before the appropriate section in the *Record Book/eDofE/Keeping Track booklet* is signed.

At the first meeting, prior to the departure on the expedition, each participant must show the Assessor their *Record Book/print out of the appropriate page from eDofE/Keeping Track booklet pages* with the sections on preliminary training and practice expedition(s) completed and signed. Assessors will take full account of any previous checks of equipment which have been made and certified locally in advance, but retain the prime responsibility for conducting any checks of equipment and training they feel necessary when meeting the team. Each participant should carry with them a copy of a *DofE expedition safety sheet* available from www.DofE.org/expedition.

Please note that where notifications are sent by post the envelope should be checked to ensure sufficient postage is used. The organisation concerned must undertake to reimburse any excess postage charges incurred due to insufficient postage.

From 1 January 2010 expeditions must be delivered by staff or volunteers from within the Operating Authority, which includes volunteers working in DofE centres, or by an Approved Activity Provider (AAP). If you are paying a commercial organisation or freelance instructor to supervise or assess your teams you must put their details in the Approved Activity Provider box. Note, if you booked an expedition provider prior to 1 January 2010 then during 2010 they may still deliver that work without being an AAP, but will not be able to do so for the 2011 expedition season.

Girlguiding UK Green Form

(Revised March 2010)

Before completing this form, please study the guidance notes. All parts of this form must be completed and any changes must be notified to the DofE Network / Assessor before the expedition. If handwriting this form, please use **BLOCK CAPITALS**.

Expedition level	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>
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Notification to Girlguiding UK / Girlguiding Scotland / Girlguiding Cymru (Wales) (Please delete as appropriate.) <input type="checkbox"/> Notification to Expedition Coordinator <input type="checkbox"/> Request for Network Assessment <input type="checkbox"/> Assessment Fee Voucher Code:	For DofE Network use only – notification reference number: / / / /
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Girlguiding UK / Duke of Edinburgh's Award group name:	Expedition details Start date: / / End date: / / Number of females: Number of males:
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For expeditions to Wild Country, please give the name and address of the DofE Expedition Coordinator to whom this form will be submitted:

Details of person submitting this form

Name:		
Position within Girlguiding UK:		
Address (must be contactable prior to expedition):		
Postcode:		
Telephone no. (Home):	Telephone no. (Work):	Telephone no. (Mobile):
Email:		
Emergency contact telephone no.(s) during expedition:		

Supervisor details - responsibility for the safety and welfare of the team rests with the Supervisor
(who will be based in the area during the expedition)

	Supervisor	Additional Supervisor (if appropriate)
Name:		
Position within Girlguiding UK:		
Qualifications in mode of travel:		
Address in area during expedition:		
Postcode:		
Email:		
Home telephone no. and emergency contact telephone no.(s) during expedition (at least one must NOT be a mobile):		

Expedition

Nature of proposed expedition (please tick):						
Unaccompanied practice expedition <input type="checkbox"/>	Accompanied practice expedition <input type="checkbox"/>	Qualifying expedition <input type="checkbox"/>				
Name of Approved Activity Provider (if applicable):						
Total proposed hours of planned activity:		Journeying		Exploring		
DofE Award level:	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Although Bronze or Silver expeditions in Wild Country are not expressly forbidden, the Gold expedition training framework must be used.		
Mode of travel (please tick):						
Foot <input type="checkbox"/>	Cycle <input type="checkbox"/>	Canoe <input type="checkbox"/>	Sailing <input type="checkbox"/>	Rowing <input type="checkbox"/>	Horse riding <input type="checkbox"/>	Other <input type="checkbox"/>
If other, please specify here:						
Will a local pre-expedition check be undertaken by an accredited assessor? Yes <input type="checkbox"/> No <input type="checkbox"/>						

If this form is for **notification only** and the group is providing its own assessor, please complete the following.

Name of Assessor:	Position within Operating Authority:
Accreditation number:	Accredited to Assess at: Bronze/Silver <input type="checkbox"/> / Gold <input type="checkbox"/>
Home address:	Address during expedition:
Postcode:	Postcode:
Telephone no.(s), including Pre-expedition contact no.(s):	Contact telephone no.(s) during the expedition (at least one must not be a mobile):
Email:	

Team members (Please note – the 8th row (shaded grey) is to be used for modes of travel that include tandem **only**, eg canoe, bike.)

Forename	Surname	Gender	Age (at date of expedition)	Tick if under assessment	Emergency home telephone no.	Previous Awards gained	Dates / areas of practice expeditions undertaken
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	

Aim of expedition:				
Type of presentation:				
To be reviewed by:	Assessor <input type="checkbox"/>	Supervisor <input type="checkbox"/>	DofE Leader <input type="checkbox"/>	Mentor <input type="checkbox"/>

Expedition location information

		Hours		Team				Supervisors		
	Day	Date	Journeying	Planned activity	Location and place name	Grid ref (if available)	Distance	Height gained	Location	Grid ref (if available)
Base		/ /								
Start		/ /								
Night 1		/ /								
Night 2		/ /								
Night 3		/ /								
Finish		/ /								

Home County DofE Adviser/Coordinator:

For assessment, a copy of this form, together with map tracings/map copies, must be sent to the **Home County DofE Adviser/Coordinator** at least seven weeks prior to the expedition taking place.

Name:	Telephone no. (Mobile):
Address:	Telephone no. (Home):
Postcode:	Email:

Providing that all the participants are prepared, adequately trained and equipped and fit in all respects to carry out their expedition, the Home County DofE Adviser/Coordinator will give approval for the venture to take place, and will inform the **Girlguiding UK members listed below**, consulting as necessary, and noting that where an expedition spans more than one Adviser/Coordinator area, forms should be sent to both.

- **Home District/Division (or County) Commissioner**
- **Home County Adviser/Coordinator for mode of travel**
- **Host County DofE Adviser/Coordinator**
- **Host County Adviser/Coordinator for mode of travel**

Declaration by the Girlguiding Home County DofE Adviser/Coordinator

I have read and accept the terms and conditions and confirm that all preliminary training has been successfully completed and that the performance of each member of the team on practice expeditions has been such as to enable me to submit them for this expedition with confidence. Each team member is physically able to undertake the expedition. I confirm my Operating Authority's requirements have been fulfilled and approval is given for the expedition to take place.

Please tick this box to agree to this declaration:

Signature (or email address if submitted electronically):		Date:	/ /
Name:		Position:	

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