



EXPEDITION VARIATIONS APPLICATION FORM

To be completed by the participant and their DofE leader or Expedition Supervisor after seeking advice from their Operating Authority or DofE Regional/Country Office.

Variations are for allowing individuals with a specific need to participate in their DofE programme and are not granted based on the difficulties of a proposed expedition environment. If all the individuals in a team have the same specific need then they should apply as a team. An approved application applies to both practice and qualifying expeditions so should be applied for prior to the practice expedition. You should also use this form to apply for an adventurous project.

Type of application: (Tick appropriate boxes)	1)	Individual application	<input type="checkbox"/>	or	Team application	<input type="checkbox"/>
	2)	Normal variation application	<input type="checkbox"/>	or	Adventurous project application	<input type="checkbox"/>
Participant name(s) and gender:						
DofE group/centre name:						
Contact number & email (or postal address):						
Operating Authority name & DofE Manager name and contact e-mail:						
DofE Level (tick):	Bronze: <input type="checkbox"/>	Silver: <input type="checkbox"/>	Gold: <input type="checkbox"/>			
Location of expedition and dates (if known):						
Expedition mode of travel:						
Expedition aim and summary description of the expedition. (Adventurous project applications should use this space to outline the concept of their expedition.)						
Which condition(s) need a variation (list 1-20)? (see overleaf)						
What are the specific needs of the individual or team?						
Why does this mean a variation to the condition(s) is required?						
Exactly what change is needed to allow participation in a DofE programme?						
If the variation(s) are granted how will the team ensure that the expedition meets section conditions for all team members?						
DofE Leader or Expedition Supervisor approval: (name, position, date and contact number)						

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How to Submit this Application:

Email (or post) this form **at least 12 weeks** before the expedition to:

- * **A variation application for conditions 1, 10, 12 & 13 are always submitted to the DofE Head Office as a variation request or as an adventurous project application.**
- **Bronze & Silver** expedition variation applications go to the appropriate DofE Manager for the participant's Operating Authority (For National Operating Authorities like the Scouts or ATC this may be a Regional DofE Manager).
- **Gold** expedition variation applications go to the DofE Regional/Country Office appropriate for the participant's Operating Authority (DofE Head Office for National Operating Authorities like the Scouts or ATC) and a copy sent to the appropriate DofE Manager for the participant's Operating Authority.
- **Adventurous project** applications should be submitted to the DofE Head Office at the **earliest opportunity at the very start of planning the expedition** and a copy sent to the appropriate DofE Manager for the participant's Operating Authority. Participants must contact their Operating Authority for guidance before applying.

Applications to the DofE Head Office should be sent to either info@DofE.org or

Variation Application, UK Services, Gulliver House, Madeira Walk, Windsor, Berkshire, SL4 1EU

FOR OPERATING AUTHORITY / DofE USE ONLY:

Application Approved / Declined: Indicate the details of the variation which is being approved for the individual or team.		
Additional Comments: (The DofE Manager may wish to contact the DofE team or DofE Leader)		
If a variation is granted for an individual but may have an impact on the rest of the team please indicate any allowances granted to the rest of the team:		
Adventurous project reference number:		
Decision made by:	Name:	
	Position:	
	Date:	
	Signature:	
<ul style="list-style-type: none"> - A copy of approved variation applications must be sent to the DofE Head Office at info@DofE.org or addressed to: Approved Variation, UK Services, Gulliver House, Madeira Walk, Windsor, Berkshire, SL4 1EU' - Decisions on Gold & adventurous project applications need to be copied to the participant's DofE Manager. 		

DofE Expedition Conditions

1*	All expeditions must be by the participants' own physical effort, without motorised or outside assistance.
2	All expeditions must be unaccompanied and self-reliant.
3	All expeditions must be supervised by an adult who is able to accept responsibility for the safety of the team.
4	The expedition must have an aim.
5	All participants must be properly equipped.
6	Participants must have completed the required training and practice expeditions.
7	At least one practice expedition must be undertaken at each level of the Award, in the same mode of travel in a similar environment to the qualifying expedition.
8	The team must plan and organise the expedition.
9	Assessment must be by an approved accredited assessor.
10*	There must be between four and seven in a team (eight for modes of travel which have tandem).
11	All participants must be within the qualifying age of the Award Level.
12*	Participants must be at the same level of assessment.
13*	The team must not include those who have completed the same or higher level expedition.
14	Accommodation should be by camping.
15	The expedition must be of the correct duration.
16	The expedition should normally take place between the end of March and the end of October.
17	The expedition should take place in the recommended environment.
18	The expedition must meet the minimum hours of planned activity.
19	A substantial meal should be cooked and eaten by the participants each day.
20	A presentation must be prepared and delivered after the expedition.