

International Residential Event Notification

Guidance notes

In addition to the Residential Event Notification form that must be sent to your Commissioner, please complete this form for your International Adviser.

This should be sent to your International Adviser as early as possible. Please 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 International Adviser you will be able to complete it in full as your planning progresses.

Event details

Event name _____

Event coordinator's name _____

Registration number _____

At least one other member of the event team needs to be able to assume responsibility for the trip if required to in an emergency. Please provide details of an alternative adult contact for the event.

Name _____

Registration number _____

Assessment

Is an assessment required for this residential?

- Yes No, I have completed the Travelling Abroad module of the Camp and Holiday Scheme

Checklist

- I have completed a detailed risk assessment and made it available to my International Adviser.
- I have made provision for travel and medical insurance.
- All members of the event leadership team have completed the appropriate recruitment checks and have the necessary skills and knowledge for their role.

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