
Residential Event Notification

This form can be submitted electronically.

Leader details

First name(s) _____

Surname _____

Registration number _____

Event coordinator details (if different from above)

First name(s) _____

Surname _____

Registration number _____

Event details

Name of event _____

Type of event (tick all that apply):

- | | |
|--------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Sleepover | <input type="checkbox"/> Joint event with other Girlguiding UK members* |
| <input type="checkbox"/> Camp | <input type="checkbox"/> Joint event with another organisation |
| <input type="checkbox"/> Holiday | <input type="checkbox"/> Expedition |
| <input type="checkbox"/> Holiday afloat | <input type="checkbox"/> International** |
| <input type="checkbox"/> Large-scale event | |

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

** Your Commissioner will put you in touch with an International Adviser if your event involves international travel.

Start date _____ End date _____

Venue and/or provider information

Continues on next page >

Participant details

Level name(s) _____

Level registration number(s) _____

Total number of participants _____

_____ Rainbows	_____ Girlguiding UK adult members
_____ Brownies	_____ Young Leaders
_____ Guides	_____ Other adults accompanying group (eg parents or members of other organisations)
_____ Senior Section members	_____ Other children

Checklist

- I have attached an outline of planned activities and travel arrangements.
- 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 disabilities.
- I have gained/will gain parental permission for all aspects of the event.
- I have provided details of all adults accompanying the group.
- I have arranged a Home Contact in case of an emergency.
- I have seen and incorporated the venue's risk assessment/I have carried out my own risk assessment.

Commissioners may return this form to confirm approval of this event by email or post.

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Guidance notes for completing a residential event notification

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.

When to send the form:

Your Commissioner must be notified of all events that involve an overnight stay. 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). For example:

- for a unit event run by a licence-holder, allow at least two weeks
- if an assessment is required, allow at least four weeks
- for a large-scale or international event you may need to allow as much as 12-18 months.

If appropriate, your local Commissioner will pass the information along to a relevant Adviser (eg Outdoor Activities Adviser). If you are staying at an independent site (such as a 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 will 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.

Note: 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.

- **Registration number:** You need to provide your registration number so that your Commissioner can look up your details on Go! and check your 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'.
- **Level name(s):** The name of the unit(s)/area involved, eg '1st Sandford Brownies and 1st Sandford Guides' or 'Skelderthorpe Division'.
- **Level registration number(s):** Every level has a unique registration number listed on Go! and County Go!. It is important to provide this number, as your Commissioner may need to look up further level details.
- **Additional details:** Please provide all the details that your Commissioner needs to be aware of, such as event leadership team, activities and method of travel, on a separate sheet.
- **A to Z of Activities:** You can find this at www.girlguiding.org.uk > Members' Area > Guiding Manual > A to Z of Activities.
- **Members with disabilities:** Seek advice from your Special Needs Adviser. For information and advice on adapting activities please see the Girlguiding UK publication *Including All* (order code 6358).
- **Parental permission** is required for residential events. The permission form (Girlguiding UK's *Information and consent for event/activity* form or similar) must include planned activities (eg swimming, archery).
- **Details of adults accompanying group:** Your Commissioner needs this information to check that all adults have completed the necessary recruitment checks. Please include the registration numbers of all members.
- **Home Contact:** See the *A to Z of Activities* for information on the Home Contact's responsibilities.