

# Duke of Edinburgh's Award Expedition Notification Form



**SECTION 1: Expedition details:**

|                       |  |
|-----------------------|--|
| Scouts NI DofE Centre |  |
| Scouts NI District    |  |

|                       |  |                     |  |
|-----------------------|--|---------------------|--|
| Expedition Start Date |  | Expedition End Date |  |
|-----------------------|--|---------------------|--|

|                        |       |         |        |
|------------------------|-------|---------|--------|
| Number of Participants | Male: | Female: | Other: |
|------------------------|-------|---------|--------|

**Who is providing this expedition?**

|                           |                                     |                             |
|---------------------------|-------------------------------------|-----------------------------|
| The Scouts NI DofE Centre | An Approved Activity Provider (AAP) | Name of AAP (if applicable) |
|---------------------------|-------------------------------------|-----------------------------|

**Details of person submitting this form**

|                             |  |
|-----------------------------|--|
| Name                        |  |
| Scouts NI Membership number |  |
| Contact telephone number    |  |
| Contact email address       |  |

**Assessor's Details for Qualifying expedition**

|  |  |
|--|--|
| Name   |  |
| DofE Assessor Accreditation number             |  |
| Contact telephone number during the expedition |  |
| Contact email address                          |  |

Note: Your Assessor needs to be registered with Scouts NI as a Scouts NI DofE Accredited Assessor.

**SECTION 2A: Expedition Supervisor details**

The expedition supervisor is the person responsible for the safety and well-being of participants during the expedition. The supervisor must hold the appropriate Scouts Supervisory Permit for the mode of travel of the expedition and the expedition route. This permit must be valid at the date(s) of the expedition.

|   |  |
|---|--|
| Expedition Supervisor name  |  |
| Scouts NI Membership number   |  |
| Contact telephone number  |  |
| Contact email address   |  |
| Contact telephone number during the expedition (if different to above)                        |  |
| Details of expedition Supervisor's Supervisory Permit including any permissions/restrictions. |  |

If the role of Expedition Supervisor is being divided between more than one person, for example, on different days of the expedition, or for different Permits, please make this clear and submit the above details for any other Supervisors in the notes box in Section 6.

**SECTION 2B: Nights Away Supervisor Details**

**Please tick**

|   |  |
|---|--|
| (a) The Expedition Supervisor's Supervisory Permit allows supervision of lightweight camping            |  |
| (b) The Expedition Supervisor holds a separate Lightweight Camping Permit or Green Field Camping Permit |  |

If the Expedition Supervisor is not the Nights Away supervisor, then give details of the Nights Away Permit holder who will supervise during the expedition or who issued the Nights Away Passport to the expedition participants.

|                                |  |
|--------------------------------|--|
| Nights Away Permit Holder name |  |
| Scouts NI Membership number    |  |
| Contact telephone number       |  |
| Contact email address          |  |

**SECTION 3: Expedition**

|                                   |                       |
|-----------------------------------|-----------------------|
| Unaccompanied practice expedition | Qualifying expedition |
|-----------------------------------|-----------------------|

|        |        |      |
|--------|--------|------|
| Bronze | Silver | Gold |
|--------|--------|------|

|         |         |             |         |       |
|---------|---------|-------------|---------|-------|
| Walking | Cycling | Canoe/kayak | Sailing | Other |
|---------|---------|-------------|---------|-------|

|                          |  |
|--------------------------|--|
| If other, please specify |  |
|--------------------------|--|

|   |  |
|---|--|
| Detail the level of Terrain or Classification of Water encountered on the expedition route. |  |
|---|--|

Is the expedition taking place in the UK or is it an international expedition?

|    |               |
|----|---------------|
| UK | International |
|----|---------------|

|                                       |  |
|---------------------------------------|--|
| If international, please give details |  |
|---------------------------------------|--|

|  |  |
|--|--|
| Qualifying expeditions only – Team Goal for expedition |  |
|--|--|

**Section 3** continued on next page

**Section 3 (continued) Expedition location information**

This information is taken from the bottom line of each day's Route Card

|         |     |      | Hours      |                  | Team                    |                            |                  |                  | Supervisors |                            |
|---------|-----|------|------------|------------------|-------------------------|----------------------------|------------------|------------------|-------------|----------------------------|
|         | Day | Date | Journeying | Planned Activity | Location and place name | Grid Ref<br>(if available) | Distance<br>(km) | Height<br>gained | Location    | Grid Ref<br>(if available) |
| Base    |     | / /  |            |                  |                         |                            |                  |                  |             |                            |
| Start   |     | / /  |            |                  |                         |                            |                  |                  |             |                            |
| Night 1 |     | / /  |            |                  |                         |                            |                  |                  |             |                            |
| Night 2 |     | / /  |            |                  |                         |                            |                  |                  |             |                            |
| Night 3 |     | / /  |            |                  |                         |                            |                  |                  |             |                            |
| Finish  |     | / /  |            |                  |                         |                            |                  |                  |             |                            |



**SECTION 5: Declaration by the person submitting this form**

Please submit this form to Scouts NI at least 4 weeks before the expedition start date.

Email - [info@scoutsni.org](mailto:info@scoutsni.org)

or

Post - Scouts NI, 109 Old Milltown Road, Belfast, BT8 7SP

Please include the following when submitting this form

|  | Please tick              |
|--|--------------------------|
| Route Card for each day of the expedition    | <input type="checkbox"/> |
| Route Tracing for each day of the expedition | <input type="checkbox"/> |
| Team Goal Activity Plan for the expedition   | <input type="checkbox"/> |

I can confirm that:

|  |                          |
|--|--------------------------|
| A Nights Away Notification (NAN) form has been submitted to the District Lead Volunteer (DLV) and the DLV has given permission for the expedition. | <input type="checkbox"/> |
| There are InTouch procedures in place  | <input type="checkbox"/> |
| A written Risk Assessment has been completed   | <input type="checkbox"/> |
| A Safety Card (Emergency Card) is carried by the expedition group  | <input type="checkbox"/> |
| POR Rule 9.1 has been read and checked off   | <input type="checkbox"/> |

**SECTION 6: Any additional information?**

|   |       |
|---|-------|
| Signature of person submitting this form: | Date: |
|---|-------|

Data will be managed under the General Data Protection Regulations and the Data Protection Act 2018. Further information can be found at <https://www.scouts.org.uk/about-us/policy/data-protection-policy/>