

The Duke of Edinburgh's Award

EXPEDITION NOTIFICATION FORM

1. Name of DofE Unit.....

2. Details of the proposed venture (please tick appropriate box)			
EXPEDITION EXPLORATION	<input type="checkbox"/> <input type="checkbox"/>	TRAINING PRACTICE QUALIFYING	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
BRONZE SILVER GOLD	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	FOOT CYCLE CANOE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3. Date(s) of Expedition (inclusive).....

4. Destination/Area of venture.....

5. Details of purpose of venture.....

6. Number of students: Number of groups:

7. School Emergency (Base) contact:	
Name:	Position:
Name:	Position:
Landline Numbers:	
Mobile Numbers:	

8. The venture will be accompanied by the following School Expedition Supervisor (Visit Leader):	
Name:	Position:
Male / Female	Qualifications:
Address at which staying during venture:	
Emergency contact number(s) in expedition area:	
(at least one must be a landline telephone)	

9. Self-led and delivered expedition: Yes No

10. If an Approved Activity Provider (AAP) is being used: -

Name of AAP:

Contact Person:

11. Details of other Expedition Supervisors accompanying the group(s):

Name	Male / Female	Qualifications (e.g. CL, LLA, BEL, HM, ML,)

Details of other Competent Assistants AND Adult Helpers accompanying the group(s)

Name	Male / Female	Qualifications (if any)

12: Transport Arrangements:

13. The venture will be monitored by the following assessor(s) (if applicable):

Name:.....

Name:

DofE Assessor No:

DofE Assessor No:

Address at which staying during venture:

.....

Emergency contact number(s) in Expedition area:

.....

Have specific risk assessments been completed where appropriate? Yes No

Has full parental consent been obtained? Yes No

Additional Information:

You must notify the Outdoor Education adviser of any significant subsequent changes to the information provided before the venture. If due to local circumstances any changes to the authorised programme become necessary, then the venture must comply with school policy and the DofE Award's 20 conditions.

Important Information

- **This form should be completed and submitted for all DofE Expeditions/Ventures**
- **Tracings, scanned maps or e-maps must be submitted**
- **Copies of route cards must be submitted**

ALL NOTIFICATIONS MUST BE SUBMITTED AT LEAST 6 WEEKS IN ADVANCE OF THE EXPEDITION/VENTURE TO THE OUTDOOR EDUCATION ADVISER

D of E Manager signature: Approval Date:

EVC signature: Approval Date:

Headteacher signature: Approval Date: