

A/A

Application: *holiday/camp

FOR UNIT RESIDENTIAL EVENTS, PLEASE COMPLETE 6 WEEKS BEFORE EVENT
FOR THE EVENTS LISTED, PLEASE COMPLETE 10 WEEKS BEFORE EVENT

- Travelling abroad
- International event in UK
- Large event
- Event involving another organisation

} Permission to plan already
given using Form G/P.

COMPLETE IN BALL-POINT PEN IN BLOCK CAPITALS. DELETE STARRED* ITEMS AS APPROPRIATE.

ASSESSMENT REQUIRED. *YES/NO

Unit

District

County

Guider-in-charge

Address

Postcode

Email mobile

Type of licence: (see footnote)†

Details of additional modules completed

Licence holder (if different from above) or deputy (Form G/P event as above)

Address

Postcode

Email mobile

Type of licence: (see footnote)†

Details of additional modules completed

Full address of *premises/campsite

Postcode

Name of owner

UK grid reference or Country

*I have/have not seen the premises/campsite

Type of sleeping accommodation

Type of washing and toilet facilities

Type of catering facilities

*Holiday/camp from (date) to (date)

*Advance party arrives (date)

Number of:
Brownies Guides Rangers

Young Leaders Guiders Scouters

Other adults: women men

Other children: (please attach a list giving names, ages and sex)

Total number of participants:

First aider:

Experience/qualifications

Caterer:

Experience/qualifications

Other staff

If you propose to undertake any adventurous activities please give details below including: the activity (class of water if applicable); site; adult in charge with qualifications, date gained or renewed and previous experience (if known).

I have read and agree to abide by the requirements in the current edition of *The Guiding Manual*. ☐

I have made adequate provision for members with disabilities. ☐

I have established a home contact and emergency procedure. ☐

Signed

Guider-in-charge Date

Read and approved by:

Signed

Appropriate Commissioner Date

Signed

Appropriate Adviser(s) Date

Note: If this camp/holiday is for a joint Ranger Guide/Explorer Scout unit, run by a licence holder, this form A/A should be used. In this situation the Guider will need to amend the form as necessary.

† Overnight, Brownie Holiday, Brownie Camp, Guide Holiday, Guide Camp, Senior Section Holiday, Senior Section Camp.

A/AC

Confirmation: *holiday/camp

DELETE STARRED* ITEMS AS APPROPRIATE

RETURN TO GUIDER-IN-CHARGE

It is confirmed that _____ may lead a group to a *holiday/camp from _____ (date) to _____ (date)
at (address) _____

Postcode _____ 

For a *Holiday/Camp in the UK The local doctor is _____

Address _____

Postcode _____ 

You *should/should not contact the practice in advance of the event.

The nearest hospital with a 24-hour accident and emergency department is _____

Address _____

Postcode _____ 

FOR INTERNATIONAL VISITS ONLY

Signed _____ Signed _____

Camp/Holiday Adviser (Date) _____ Home County International Adviser (Date) _____

Signed _____ Signed _____

Adviser for Members with Disabilities (if applicable) (Date) _____ Country or Region International Adviser (Date) _____

A/A: Application: holiday/camp

Form A/A comes in four parts.

TOP COPY: white.

SECOND COPY: blue.

THIRD COPY: green.

BOTTOM COPY: yellow.

There is a one-part confirmation slip A/ac which is attached to the top (white) copy.

Web site/CD-ROM users

Print the four copies of the form to correspond with the number of parts above.

Mark each sheet clearly in the top right-hand corner to show which part it is, eg white, blue, green or yellow.

Follow the instructions below for using the form, remembering to sign each copy of the form: electronic signatures are not acceptable.

1 The Guider-in-charge:

- completes and signs the form.
- keeps the bottom/yellow copy.
- forwards the rest to the appropriate home Commissioner.



2 The appropriate home Commissioner:

- signs the form.
- keeps the third/green copy.
- forwards the rest to the home Camp or Holiday Adviser, as appropriate.



3 The home Camp or Holiday Adviser:

- signs the form.
- keeps the second/blue copy.
- forwards the top/white copy to the appropriate Adviser.

For a unit residential event in the UK or BGIFC, the host Camp or Holiday Adviser:

- signs confirmation slip A/ac.
- keeps top/white copy.
- forwards confirmation slip A/ac to the Guider-in-charge.

For an Overseas event or international event in the UK, the home County International Adviser.

- County International Adviser signs confirmation slip A/ac then forwards the top/white copy to the Country or Region International Adviser.
- Country or Region International Adviser also signs confirmation slip A/ac and takes a photocopy for her own records, and sends a photocopy to the International team at CHQ. She returns the form to the County International Adviser.
- County International Adviser then takes a photocopy for her own records and forwards confirmation slip A/ac to the Guider-in-charge.

For a District or Division large event or an event involving members of another organisation, the host County Camp or Holiday Adviser:

- signs confirmation slip A/ac.
- forwards a photocopy to the Country or Region Camp or Holiday Adviser for information.
- keeps the top/white copy.
- forwards confirmation slip A/ac to the Guider-in-charge.

For a County large event or an event involving members of another organisation, the host Country or Region Camp or Holiday Adviser:

- signs confirmation slip A/ac.
- forwards a photocopy to the Country or Region Outdoor Activities Adviser for information.
- keeps the top/white copy.
- forwards confirmation slip A/ac to the Guider-in-charge.

Responsibilities

This form must be approved and signed by the appropriate people named on the form.

The Guider-in-charge is responsible for:

- providing stamped addressed envelopes as necessary.
- checking the qualifications, experience and/or skills of any activity instructors against the requirements in *The Guiding Manual*.

The home Commissioner signs to confirm that:

- all adults who are not Guiders have completed form W/R or W/In as appropriate and that references have been taken up.
- adults have the necessary qualifications, experience and/or skills to run the residential event planned.

* the Guider-in-charge has consulted with all appropriate Advisers, such as the Adviser for Members with Disabilities, Walking Adviser, Boating Adviser, International Adviser or Water Safety Adviser.

The home Camp or Holiday Adviser signs to confirm that:

- the camp or holiday site is approved where appropriate.
- the venue is appropriate for the planned event.
- the ratio of adults to children is appropriate throughout the event.

The International Adviser or host Camp or Holiday Adviser signs to approve the event taking part as planned.



Girlguiding UK

© The Guide Association 2004

Published by Girlguiding UK, 17–19 Buckingham Palace Road, London SW1W 0PT

Girlguiding UK is an operating name of The Guide Association. Registered charity number 306016. Incorporated by Royal Charter.

E-mail: chq@girlguiding.org.uk Web site: www.girlguiding.org.uk

Trading Service ordering code: 6740