



Permission: to plan a residential event: travelling abroad/international camp in UK/large event/with another organisation

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

Guider-in-charge: _____

Address _____

Postcode _____

Warrant/appointment held _____

Type of licence: (see footnote†) _____

Details of additional modules completed _____

Assessment required *YES/NO _____

Unit _____

District _____

Division _____

County _____

Country/Region _____

Proposed number of: Brownies Guides Rangers

Young Leaders Cubs Scouts

Explorer Scouts Guiders Scouters

Other adults: women men

Other children (please attach a list giving ages and sex) _____

Total number of participants _____

Full address of proposed event/destination _____

If UK: OS sheet no. Six-figure grid reference

From (date) to (date)

This is a *holiday/camp (state Section)

Main purpose of *holiday/camp _____

Type of accommodation (hostel, hotel, chalet, tents etc) _____

FOR INTERNATIONAL VISITS ONLY	
Country to be visited	
From	(date) to (date)
Guide/Scout contact in host country (if other than national headquarters)	
Surname	
First names	
Address	

I propose applying for a group passport *YES/NO	

Details of travel arrangements (including name of travel company)

If you propose to undertake any adventurous activities please give details below.

Overseas travel insurance company name

I understand that this form indicates an intention to plan an event. Detailed plans of the event and personnel involved must be confirmed on form A/A.

Signed _____

Guider-in-charge Date

Read and approved by:

Signed _____

Appropriate Commissioner Date

Signed _____

Appropriate Adviser Date

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



Confirmation:

to plan a residential event: travelling abroad/international camp in UK/large event/with another organisation

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RETURN TO GUIDER-IN-CHARGE

I have noted your intention to plan a *holiday/camp during _____ (month) _____ (year)

There *will/will not be a County briefing for leaders. It will take place on _____ (date) at _____ (time)

at _____ (address)

Postcode _____ (date) see attached process.

The form A/A will be required by

Signed _____

County or Country/Region Camp/Holiday Adviser (as applicable) _____ Date

Signed _____

County or Country/Region/International Adviser (as applicable) _____ Date

G/P: Permission: to plan a residential event: travelling abroad/international event in UK/large event/with another organisation

Form G/P has four parts.

Top copy: white.

Second copy: blue.

Third copy: green.

Bottom copy: yellow.

There is a one-part confirmation slip G/PC 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.
- **When travelling abroad or for an international event in the UK:**
to the County or Country/Region International Adviser.
- **For a District or Division event (including those with another organisation):**
to the County Camp or Holiday Adviser.
- **For a County event (including those with another organisation):**
to the Country or Region Camp or Holiday Adviser.



4 The County, Country or Region Adviser, as appropriate:

- signs confirmation slip G/PC.
- keeps the top/white copy.
- forwards confirmation slip G/PC to the Guider-in-charge with a copy of the process for form A/A and all appropriate contact details.
For all events involving travelling abroad the County, Country or Region Adviser must also send a photocopy of the form to the International Team at CHQ.

Following the planning stage, an application to run the event should be made on form A/A at least 10 weeks before the event is planned to start.

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 and for specific activities.

The County International Adviser, or the County, Country or Region Camp or Holiday Adviser signs to approve the event taking place as planned.



Girlguiding UK

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