

A2

NOTIFICATION OF YOUTH AND COMMUNITY EDUCATION OFF SITE ACTIVITIES AND TRIPS

TO BE COMPLETED AND SIGNED BY LINE MANAGER PRIOR TO VISIT

This form must be completed and returned to the Area Youth Officer **6 weeks** prior to activity taking place. The form on the reverse side must be filled in for each activity.

DfES/Centre No.		Area (please circle)	N	S	W
Establishment					
Address					
Venue					
Description of Activity					
Date of Activity	From	/	/	To	/ /

Duration	[] days	Time Leaving Centre	[]	Time Returning	[]
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No. in party: []

Participants: male [] female [] **Leaders:** male [] female []

Ages of Participants:	12	13	14	15	16	17	18+
Male							
Female							

Transport arrangements (eg. coach/minibus) []

Permit 19 (see guidelines) YES NO

If using minibus:

Names of drivers	Date passed minibus test
[]	[]
[]	[]
Cost to Participants £	Cost to Leaders £
[]	[]

Name and contact for responsible person who remains at base/home who holds all relevant information for this trip, ie. names, addresses, medical information, routes etc.

Name	Tel	[]
Address		
[]		

P.T.O.

Date

**Signature of Area
Youth Officer**