

## UK & INTERNATIONAL TRIPS - AIDE MEMOIR FOR COMMISSIONERS, CAMP/HOLIDAY & INTERNATIONAL ADVISERS AND TRIP LEADERS

A/A - Application form for all overnight events, camps or holidays.

All forms must be signed by Commissioners/Advisers the level above the event, i.e. Unit events are signed by the DC and Division or District Adviser; District events by Division Commissioners and Advisers; Division events by County/Island Commissioners and Advisers and so on. The only exception to this rule is County/Island events of less than 50 girls where the County/Island Commissioner may sign in place of the Region Chief Commissioner. The form is then forwarded to the Region OAA as usual.

Commissioners or Advisers who are members of staff attending the event should not sign the forms. In these cases the signatory should be the level above.

When completing A/A forms the **Guider-in-Charge** is responsible for:

- checking the qualifications, skills, experience of all activity instructors
- ensuring the A/A is forwarded in good time
  - For UK events forms must be sent 6 weeks prior to the event
  - For International events the forms must be sent 10 weeks prior to the event
- providing all stamped addressed envelopes for every stage of the A/A form. For UK events SAEs required are:
  - Appropriate Commissioner
  - Home Camp/Holiday/OAA Adviser
  - Host Camp/Holiday/OAA Adviser
  - YourselfFor International events SAEs required are:
  - Appropriate Commissioner
  - Camp/Holiday/OAA Adviser
  - County/Island International Adviser (2)
  - Region International Adviser
  - Yourself
  - Girlguiding SW England HQ
  - International team at CHQ

When signing the A/A Commissioners are confirming that:

- all adults have had a CRB check
- all adults have the necessary qualifications, experience and skills
- the Guider-in-charge has consulted all appropriate Advisers i.e. International, Water Safety, Adviser for Members with Disabilities, Walking etc.

When signing the A/A Camp/Holiday/OAA Advisers are confirming that:

- the camp/holiday site is approved
- the venue is appropriate for the proposed event
- the ratio of adults to children is appropriate

A/A and G/P forms come in four parts.

TOP COPY (white) now comes with a one part-confirmation slip A/Ac or G/Pc attached.

SECOND COPY (blue)

THIRD COPY (green)

BOTTOM COPY (yellow)

1. Guider-in-charge completes and signs all forms and keeps the bottom (yellow) copy. She forwards the rest to the appropriate Commissioner.

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2. The Commissioner signs all forms and keeps the third (green) copy. She forwards the rest to the appropriate Camp/Holiday/OAA Adviser.
3. The Camp/Holiday/OAA Adviser signs all forms and keeps the second (blue) copy. **For UK events** she forwards the remaining top copy to the host Camp/Holiday/OAA Adviser who signs the A/Ac confirmation slip which is returned to the Guider-in-Charge.
4. **For International events** the Camp/Holiday/OAA Adviser forwards to the County or Island International Adviser who signs the confirmation slip A/Ac. The International Adviser then forwards to the Region Adviser who also signs the confirmation slip A/Ac.
5. The Region International Adviser takes photocopies (one kept at Region HQ and one sent to CHQ). She returns the confirmation slip A/Ac to the County or Island International Adviser who takes a photocopy for her own records and returns the completed form to the Guider-in-charge.

#### **G/P-Permission to plan an International event**

Before any firm bookings are made, a Guider wishing to organise an international trip must obtain permission to plan by submitting a G/P form. (G/P forms should also be completed for international events in the UK, large scale events and events involving members of another organisation).

The form should be submitted between 9 and 18 months before the proposed event.

Commissioner and Adviser responsibilities are the same as those for the A/A form. The progress of the form is also the same except that (for Unit, District & Division events) the County/Island International Adviser signs and returns the confirmation slip G/Pc to the Guider-in-Charge. The IA does however forward copies of the G/P form to Region office and CHQ.

For further information on forms please refer to the Supporting Information supplement to the Guiding Manual or contact your County /Island Camp, Holiday, OAA or International Advisers - they are there to help.

Sue Adams  
Joint Region International Adviser  
Girlguiding S W England

Sue Birch  
Region Outdoor Activities Adviser  
Girlguiding S W England