

DC Activity Notification

PURPOSE AND USE: This form provides the information a Commissioner (or their nominee) requires to be **NOTIFIED of (and or) APPROVE** an activity to take place (i.e. POR 9.1b or 9.1c). The Section Leader or Explorer Scout Leader is responsible for ensuring the appropriate Commissioner is informed about each group or section attending an activity which meets one of the following criteria (even if it is a District or County event):

1. Is outside the District.
2. requires an adventurous activity permit (unless it is held on Scout premises using an adult with a Scouting permit).
3. is an activity with more than 50 attendees.
4. Is close to water.
5. All adult only events.

For all activities the information below should be with your Commissioner (or their nominee) at least **7** days before the activity (in normal circumstances). Please ensure your Group Scout Leader / District Explorer Scout Commissioner is aware of the activity.

DATA PROTECTION: This form is used to collect information about you and your team for the purpose of approving this activity, this is to be used by your Commissioner. As part of this form, we collect personal data about you and your team, this detail is required so that we can check that everyone meets the membership and vetting requirements for the activity and that appropriate permit holders are in place if required. We do not share your personal data provided in this form with any third parties. We take your personal data privacy seriously. The data you provide to us is securely stored (based on local arrangements) and we will keep the data we capture from this form for 2 months after the event for any queries that arise then it will be securely destroyed. For further detail on our retention periods please visit our [Data Protection Policy](#).

Activity Information

Type of Activity (e.g. hike, climbing, water activity, etc.)												
Group												
Approximate Numbers Attending	SS		BS		CS		S		ES		Adults	
Activity Date												
Venue Name						Telephone						
Venue Address												

Activity Leadership Information – Scout Led Activities

Activity Leader's Name	Telephone
Membership number	Email
Permit Holder's Name (if required)	Telephone
Permit Holder's Membership number	Email
Names of all adult members attending (with membership numbers) as well as the number of other adults e.g. parents, guardians etc.	

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Activities: please list activities requiring permits or qualifications (including any planned contingency activities) providing details of the activity leader or provider i.e. names of individuals or businesses / organisations providing the activities (POR 9.9)			

Planning and Preparation

As part of the planning and preparation for the activity the following documentation should be in place: programmes, attendance information, medical and emergency contact information for attendees, InTouch system and written risk assessments. You must provide a written risk assessment along with this form to your Commissioner (or their nominee). Other documentation (listed above) does not need to be provided with this form but must be available on request.

InTouch Details (please provide details of your InTouch system and the main contacts in the event of an emergency)			
Risk Assessment	I confirm the written risk assessment for this activity has been shared with the responsible Commissioner (or their nominee).	<input type="checkbox"/>	
	I confirm that the risks and control measures will be communicated to all adults and young people involved in the activity in an appropriate manner.	<input type="checkbox"/>	
Contingency Plans	I confirm that if the planned activities cannot take place, the leadership team have considered alternatives and they will be carried out as per the local approval process.	<input type="checkbox"/>	
Group Scout Leader / District Explorer Scout Commissioner	I confirm that the Group Scout Leader / District Explorer Scout Commissioner is aware of this event taking place.	<input type="checkbox"/>	

Approval (only required for Adventurous Activities with more than 100 participants)

All adventurous activities with more than 100 Participants require approval by the relevant Commissioner (or their nominee) POR 9.6. This section documents the approval and must be completed by the Commissioner (or their nominee).

By approving this activity, I confirm that the information provided has been checked to meet the requirements set out in POR for adventurous activities and I am satisfied this activity can take place.			<input type="checkbox"/>
Approver Name			
Approver Role		Approver Membership Number	
Date Approved			
When approved, the Activity Leader or Permit Holder should be notified. Should significant changes be made to the plans for this activity, the Approver will be notified by the Activity Leader or Permit Holder.			

Abbreviations

SS = Squirrel Scouts, BS = Beaver Scouts, CS = Cub Scouts, S = Scouts, ES = Explorer Scouts