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**DofE Expedition Notification**

Dear parent/guardian and DofE participant.

I am writing to confirm the details of your DofE expedition

**Practice Expedition**

**Dates:** **Venue**:

**Meeting location:** **Meeting time: Start time:**

**Finish/pickup location:** **Planned finish time:**

**Qualifying Expedition**

**Dates:** **Venue**:

**Meeting location:** **Meeting time: Start time:**

**Finish/pickup location:** **Planned finish time:**

(Please note, some groups may finish early and some slightly later than planned. If possible parents/guardians will be phoned on the last day of the expedition to give a more accurate time. Otherwise we ask that you are available to pick up participants at the planned finish time. Thank you.)

We ask that parents/guardians assist with organising transport to and from the expedition area, car-sharing where possible.

**The person named as the Emergency Contact on the Parental Consent Form must be contactable throughout the expedition.** Parents/guardians must be aware that, if there is an incident, they may be called upon to collect their child from the expedition area. Supervisors cannot perform this function as they will need to remain in location to look after the whole group.

There is a no-alcohol/drug policy on all DofE expeditions and events, regardless of age, and any instances involving alcohol/drugs may result in the whole expedition being cancelled.

Expedition supervisors and helpers have the correct disclosures, training and qualifications to work under Moray Council’s licence for DofE expeditions. All adults involved in the training and supervision of the expedition are volunteers who give up their free time to support your child. Please treat them with respect.

Participants must complete a training package before their expedition which includes planning the route and preparing route cards. Therefore participants are responsible for attending all pre-expedition meetings. One or more practice expeditions may be required to ensure participants are ready for their qualifying expedition. In addition, participants are required to prepare and deliver a presentation about their qualifying expedition. Your child may need support to attend these meetings.

In accordance with the rules of DoFE, expedition teams must be able to carry out their expedition unaccompanied and self-sufficient. To enable the team to show they are self-sufficient, we use a system of “remote supervision”. Therefore the expedition supervisor will not always be with the team, but will be close enough to monitor their progress and ensure their safety.

Participants must ensure they have all the relevant equipment for their expedition. Your child will receive a list of required equipment by the expedition supervisor. Your centre will be able to provide the high cost items of equipment such as tents, camping stoves and rucksacks. DoFE Moray, or your centre, may be able to help with other items. Whilst young people are normally more comfortable using their own clothing, waterproofs, footwear and sleeping bags, this should not mean you need to buy a lot of expensive equipment. Participants are responsible for bringing sufficient, appropriate food and gas for the stoves (they will be briefed on expedition food by their supervisor).

If you have any questions please contact me.

Yours faithfully

**Centre Coordinator Details:**

**Name:**

**E-mail: Telephone**:

**Supervisors Details:**

**Name:**

**E-mail: Telephone**: