

## Further Information – checklist (√)

### **TRAVEL**

- Provide directions and map to venue
- Offer information on public transport links

### **PARKING**

- If applicable, advise where parking is available.
- Make sure the venue is accessible for all

### **NON ATTENDANCE**

- Advise participants who they should contact in case they are unable to attend the course.
- Give terms of cancellation

### **SPECIAL REQUIREMENTS**

- Remind the participant to advise of any changes to personal details, particularly any dietary or medical requirements, if these have changed since sending in the application form.

### **WHAT TO WEAR/RESOURCES TO BRING**

- Is Scout uniform required?
- Are the sessions being run inside or outside? Advise what clothing is required e.g. waterproofs, trainers etc.

### **COURSE FEES (If there is one)**

- Does the course fee include accommodation and meals? If so, state.
- Do you require the course fee to be paid prior to the course? If so, remind participants.

### **CERTIFICATES**

- Is a certificate going to be issued at the end of the Course? If so, check which name they wish to have stated on the form. [Some people use their second names rather than their first].

### **ADDITIONAL ACCOMMODATION/MEALS**

- If applicable, explain arrangements for booking.

### **CONTACT WITH VENUE OF COURSE**

- In the case of an emergency, provide a course phone number and provide the number to the participants so that they may inform relatives.
- Ask participant to complete 'Emergency Contact' form – and to bring it with them to the course.
- Provide a contact name and number to participants if they have any queries about domestic arrangements or any of the above information.



#### **The Scout Association**

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103

email [scout.association@scout.org.uk](mailto:scout.association@scout.org.uk) www.scouts.org.uk

Patron HM The Queen President HRH The Duke of Kent Founder Robert Baden-Powell OM Chief Scout Peter Duncan

Incorporated by Royal Charter Charity No. 306101