

EXPEDITION NOTIFICATION OF DofE VENTURES (SCHOOLS) NOT IN WILD COUNTRY AREAS OR OVERSEAS

At least four weeks before your DofE venture

Complete your establishment equivalent *process for authorisation and approval of offsite events by the designated **school** EVC or similar (EVC = Events Visit Coordinator)

Submit to your School EVC/Head for approval



***EVOLVE: Ensure the Primary Purpose is “Duke of Edinburgh”
The electronic form proceeds automatically to the DofE Mgr**

**Non EVOLVE: Complete Dorset C DofE Form 5 L.A. Notification Oct 2019
email a copy to:**

dofe@dorsetcouncil.gov.uk



Your notification will be acknowledged and you will be advised of the **DofE Notification Number** for your team/s edofe records
EVOLVE: in the notes. Non EVOLVE: by email.

**Risk Assessments, Supporting Exped Paperwork and staff
qualifications must be readily available on request**

SCHOOLS

EXPEDITION NOTIFICATION OF ALL REMOTELY SUPERVISED VENTURES IN WILD COUNTRY AREAS

At least four weeks before your DofE venture, six if Network assessor required.

ALL: Complete your establishment equivalent *process for authorisation and approval of offsite events by the designated **school** EVC or similar
(EVC = Events Visit Coordinator)

***EVOLVE:** Ensure the Primary Purpose is “Duke of Edinburgh” and DofE Green Notification Form (May 2019 update) is attached as a supporting doc
The electronic form/s proceed automatically to the DofE Mgr

<https://www.dofe.org/leaders/resources-and-downloads/expedition-downloads>



ALL: At least four weeks before your DofE venture, six if Network assessor required.

Green Form Submission to the Assessor Network Co-ordinator
(area contacts: <https://www.dofe.org/run/expeditionareas/?id=2>

Please **READ** the Completion Notes on the May 2019 Green Form to confirm what you have to send, to whom, when, how and why.

<https://www.dofe.org/leaders/resources-and-downloads/expedition-downloads>



Non EVOLVE: After school approval and at least four weeks before your DofE venture **email** a copy of the **May 2019 DofE 'Green' Form** (without overlays etc)
+ **Dorset C DofE Form 5 L.A. Notification Form**
to: dofe@dorsetcouncil.gov.uk



Your notification will be acknowledged and approved by DCC
SUBJECT TO Assessor Network (Wild Country Panel) Approval

You will be advised of the **DofE Approval Number** to use for Participant records by the Assessor Network Co-ord (via the Assessor if using the Assessor Network)

Risk Assessments, Supporting Expedition Paperwork and a record of staff qualifications must be readily available on request