

This form **MUST** be completed for all Overseas Trips and returned to BB Headquarters at least **3 months in advance**.

Confirmation of receipt of this notification will be sent to the leader listed below as leading the Overseas Trip.

Company / Battalion / District Details

Overseas Trip is being run by: Company Joint Company Battalion District

Company(ies) or Battalion or District taking part:

Camp / Holiday is being run for: Company Section Seniors Amicus Girls' Association

Location / Accommodation Details

Country:

Town/Area:

Accommodation Address (main place of stay):

Location Telephone (including international code):

Trip Details

Type of Camp / Holiday: Camping Indoor Self Catering / Hostel Hotel

Date from:

D	D	M	M	Y	Y
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Date to:

D	D	M	M	Y	Y
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Number of Nights:

Is this an exchange trip: No Yes - specify with whom:

Is the trip run by a UK holiday company (e.g. PGL/Jeka/JCA): No Yes - specify with whom:

Number of Leaders (registered with BB Headquarters):

Number of Young People (mem-

Number of NON members:

Male: Female:

Male: Female:

Travel Details

Mode of travel (tick all that apply): Coach Minibus Air (Plane) Sea (Ferry) Train

Details of operator(s):
 (outgoing & incoming
 including name of Operator
 and day/time of travel)

Travel Insurance

A travel insurance policy (inc. Medical, baggage, money, etc) has been taken out through: **BB Insurers** **Other Insurer - please provide details below:**

Liability Insurance

If you are you planning to undertake any of the following activities additional insurance will be required:

Canoeing	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Winter Sports	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Rock Climbing	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Abseiling	No <input type="checkbox"/>	Yes <input type="checkbox"/>
White Water Rafting	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Other Hazardous Activities	No <input type="checkbox"/>	Yes <input type="checkbox"/>

If yes, please provide details:

Details of travel insurance:
 (Name of Insurer & Policy Number)

Details of liability insurance:
 (Name of Insurer & Policy Number)

All travel insurance can be provided through Brigade Insurers.
 Towergate on 01732 742590 or boys.brigade@towergate.co.uk

Passport

- Do all those going on this trip have their own individual UK passport? Yes No
- Does anyone going on this trip require a visa to travel? Yes No
- Will a collective passport be used? Yes No
- Do you require a letter of support for your application for a collective passport? Yes No

Programme / Planning

Attach a copy of your programme for the trip to this notification form.

Purpose / Aim of the overseas trip:

Has a visit been made to the location in planning the trip? Yes No

How many leaders have escorted groups of young abroad before?

Cost of trip per head:

Leader in Charge

Name of Leader (MUST hold a Holiday Leadership Certificate):

Leader Registration Number:

Address:
(including postcode)

Email Address:

Telephone:

Mobile Telephone Number:

Name of Leader holding Camp Craft Certificate (Applicable to Canvas Camps only):

Leader Registration Number:

Company / Battalion / District Approval

ALL Overseas Trips MUST have the approval of the Company Captain (for Company) or Secretary (for Battalion/District).

- I confirm:
- that the above information is correct and that any changes will be notified to the appropriate Regional Headquarters.
 - that **all adults assisting with the above trip are registered with Brigade Headquarters.**
 - that arrangements are in place for First Aid provision and supervision of water and adventure activities.
 - that all regulations as set out in the Safety Handbook (latest edition) are being followed.
 - additional insurance for travel abroad is in place for all those travelling with the group.
 - that a copy of the programme for the trip is attached/enclosed.

Signed by Company Captain or Battalion/District Secretary:

Name:

Date:

D		D		M		M		Y		Y
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Church Approval

Church Name:

The above mentioned church approve of the trip and its leadership, and accept responsibility for the financial commitments involved.

Signed by Minister or Church Official:

Date:

D		D		M		M		Y		Y
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Name:

Position:

THIS FORM MUST BE SENT TO BB HEADQUARTERS as below:

England & Wales: Overseas Trip Notification, The Boys' Brigade, Felden Lodge, Hemel Hempstead, Herts, HP3 0BL

Scotland: Overseas Trip Notification, The Boys' Brigade, Carronvale Rd, Larbert, Stirlingshire, FK5 3LH

Northern Ireland: Trip Notification, The Boys' Brigade, The Boys' Brigade NI Headquarters c/o The Girls' Brigade NI Headquarters

C2 Kilbegs Business Park, Ferguson Way, Antrim, BT41 4LZ