**Notification Form Checklist**

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| Correct version of the Green Form (February 2014) |  |
| Separate Green Form for each group |  |
| Route cards enclosed for each day including a detailed activity plan if not meeting the minimum distance guidelines |  |
| Maps enclosed including bad weather alternative routes where necessary |  |
| All participants created on *e*DofE at correct level (or have level added) |  |
| All sections of the Green Form fully completed including details of all Supervisors, practice expedition dates etc |  |
| Routes meet the estimated distances and time requirements – please see guidance notes for full details |  |
| Paperwork sent to the DofE Manager for approval on behalf of the LO |  |
| If you have submitted your qualifying expedition Green Form before the practice expedition has taken place please remember to inform the Regional Office once your practice expedition has been successfully completed. |  |
| If there is a query regarding the expedition we will contact the person who has submitted the Green Form, the Expedition Supervisor and LO as soon as possible providing a reference number.  If a query has been raised please remember to inform the Regional Office when this has been resolved and please quote the reference number you have been given. |  |

**LO checklist**

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| Once approved on behalf of the LO please forward the paperwork to the DofE Office (add email address once created) |  |
| If possible please send the Green Form, route cards and maps for each group together in the same email – please do not include paperwork for different groups in the same email. |  |
| If you are sending us a large file and are having difficulties in sending this, please contact Helen who will talk you through a process which will allow the email to be received. We can receive a maximum of 15MB per email and therefore cannot always receive emails when there are a lot of attachments. |  |
| You can also send your Green Form, Maps and Route Cards to us in the post. If this option is preferable please include a covering note so we can identify who has approved this. Also it will benefit us when we send our acknowledgement email. |  |
| If sending photocopied maps please ensure these are good quality and clearly legible. |  |
| You will receive an email to acknowledge receipt of this within 24hrs (excluding weekends and public holidays). |  |
| If you do not receive this acknowledgement then please contact Helen Ward to check that the information has arrived safely. |  |
| We aim to process Green Forms within 5 working days however please allow up to 10 working days.  Once the Green Form has been approved we will issue a notification number to the person who has submitted the Green Form, the Expedition Supervisor and LO. |  |