

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 liability insurance:  
 (Name of Insurer & Policy Number)

Details of travel 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