 Surrey County Council – DofE Operating Authority 

 **Application for Registration for participation in DofE**

**Please complete ALL boxes**

**Personal details:**

First Name:  Last Name: 

Home Address:

Post code:  Email: 

Home Tel. No:.  Mobile: 

Date of birth:  Male [ ]  Female [ ]

# DofE HQ Information for Parents and Carers

Data supplied on this form and information about DofE activities recorded in eDofE will be used by the DofE Charity, the Operating Authority and DofE centre to monitor and manage DofE participation and progress by young people and manage Leaders. All contact from the DofE Charity using personal data will communicate useful and relevant information to either help participants complete a DofE programme, Leaders/OAs to run DofE programmes more effectively, or help the DofE Charity improve the quality and breadth of its programmes. All contact will be via the eDofE messaging system.

**DofE Centre Details:** Please provide the name of the school /centre/youth centre where you will be taking part in the DofE Award: 

**Name of Centre DofE Co-ordinator:**  

# Entry to DofE: Please see the registration process on part two of this form

I would like to register for the: Bronze Award [ ]  Silver Award [ ]  Gold Award [ ]

**If you already have an eDofE account please note your ID number here:** 

**Cost of registration** in Surrey is currently: Bronze Award £35.50 Silver Award £35.50 Gold Award £42.00

Payment should be made directly to the School, DofE centre or youth club where the young person is participating in DofE.

**Please note:** The cost of registration is reduced to £19 for Bronze & Silver and £26 for Gold if your young person is receiving free school meals, for young people in care or for those who attract Pupil Premium

Please indicate here if any of the above is applicable [ ]

**AGREEMENT – PLEASE READ CAREFULLY**

I understand the general requirement of The DofE Award and that the information provided will be treated as confidential. I am also aware that refunds cannot be claimed if I decide/or have to cancel my application.

**Participant’s signature:**  

I have read the “Surrey DofE Guide to Parents/Carers” seen on the website/given to me by the centre coordinator and agree that my son/daughter can take part in activities to gain the DofE Award. **Please confirm by ticking this box** [ ]

**Parent/Carer signature:** (if young person is under18 years of age) 

**Please print name :** 

**Date:** Click here to enter a date.

Process for Registering

Surrey County Council is delegated under licence as an Operating Authority by The Duke of Edinburgh’s Award and promotes, through the activities, the education, welfare and training of young people. It has the responsibility to ensure all those involved under its authorisation work in accordance with the DofE requirements.

1. For information regarding the operation and general insurance details, please read the ***Surrey DofE Guide to Parents/Carers*** publication, which is produced by Surrey County Council. A copy is available to you from [SCC DofE Web pages](http://www.surreycc.gov.uk/learning/duke-of-edinburghs-award/information-for-parents-and-carers-regarding-the-duke-of-edinburghs-award)

2. To register in Surrey you will need to complete this application form to purchase the Participant Handbook for the appropriate level of your DofE programme. Progression to the next level of the DofE is dependent on the age of the participant (please see the ***Surrey DofE Guide to Parents/Carers****)****.***

3. All participants must be registered to a nominated DofE Centre. A DofE Centre may be a school, college, voluntary/uniformed organisation, project or youth centre.

4. The purchase of a Participant Handbook is included in the cost of registration, which for Bronze is £35.50, Silver £35.50 and Gold £42.00. The cost of registration is reduced to £19 for Bronze & Silver and £26 for Gold young people receiving free school meals, who attract the Pupil Premium or those in care. The young person must record their progression via the online recording system (*e*DofE), or in the Participant Handbook, which must then in turn be uploaded onto *e*DofE. The *eDofE* recording system has its own set of terms & conditions that you must agree to.

5. Without the completion and submission of the application form, you will not be registered or covered by The Duke of Edinburgh’s Award Personal Accident Insurance or benefit from Surrey County Council’s public liability cover. The Duke of Edinburgh’s Award Insurance Policy is outlined on the DofE website [www.dofe.org](http://www.dofe.org).

6. Once you have completed the application form (which must also be approved by your parent/guardian if you are less than 18 years of age) you are able to commence your DofE through your nominated Centre. You must make sure you have discussed your DofE programme and your *e*DofE participation with your Award Centre Co-ordinator.

7. Please return the original of this form to your Centre Co-ordinator together with your payment and retain a copy for your records.

8. Cheques should be made payable to your DofE Centre and given to the Centre Co-ordinator.

9. It will take approximately 28 working days for your Participant Handbook to arrive at your DofE Centre.

10. Please become familiar with all sections of your Handbook and open and activate the online *e*DofE recording system as soon as possible. Please complete your personal details such name, DofE Centre etc. in your handbook in case of loss.

11. On successful completion of your Award, your certificate and badge will be sent to your nominated DofE centre.

If you have any problems concerning your application form, please contact your DofE Centre

Co-ordinator