

Activity Away (AA) / Activity Notification (AN) Form Guides

Note that * denotes that the box requires to be completed and you will not be able to submit the form until you do so.

Venue / Event *	Venue Phone Number
<input type="text"/>	<input type="text"/> - <input type="text"/>
	Area Code Phone Number
Venue / Event Address	
<input type="text"/>	

Enter the Venue details.

Event Leader *
<input type="text"/> <input type="text"/>
First Name Last Name

Enter the Event Leader details here.

Group/ESU/ASU (Only select District when instructed to do so) *	Section *
<input type="text"/>	<input type="text"/>


From the drop down options select your Group and Section/s. (Note that you should only select District when instructed to do so. For Explorer Units select 'Explorer Unit' from the Group list then the Section option changes to a Unit List. See below.

Group/ESU/ASU (Only select District when instructed to do so) *	Explorer Scout Unit (ESU) *
<input type="text" value="Explorer Unit"/>	<input type="text"/>

Your E-mail *	Your Phone Number
<input type="text"/>	<input type="text"/> - <input type="text"/>
	Area Code Phone Number

Enter your details here.

Event Date: * From: * To: *

- - 
 : AM : AM

Day Month Year Hour Minutes Hour Minutes

Enter the Date and Times here.

Numbers: If no members are attending from a section then enter 0 (do not leave blank)

Beavers * Cubs * Scouts * Explorers * Adults * Do all adult helpers have CRB/DBS Clearance *

 Yes No

Include Young Leaders

Enter number of members attending. As stated enter 0 where necessary. Also confirm if everyone is CRB/DBS cleared. If 'No' enter an explanation in the Additional Relevant Information box below.

Type of Event (eg hike, wide game, visit,etc.) *

Special Activities (i.e. Those requiring authorisation)

Permit Holder (for Special Activities)

First Name Last Name

Enter the event type, any special activities and Permit Holders details.

InTouch / Home Contact

First Name Last Name

Address / InTouch Details *

Include Name/s and Contact Numbers

InTouch E-mail InTouch Mobile Number InTouch Phone Number

 - -

Area Code Phone Number Area Code Phone Number

Enter InTouch details here. If you are not using a Third Party just enter 'InTouch in place' in the Address box.

Additional Relevant Information:

Revised / Re-submitted AN

Tick if this is a revised AN for a previously submitted one?

Enter the message as it's shown *

Enter any Additional Relevant Information. I.e. Explorer Unit name. Tick the box if you are re-submitting the AN. Enter the message in the box.

SUBMIT FORM

CLEAR FORM

 **PRINT FORM**

Click 'Submit Form' when you have completed the form, any errors will be highlighted.

Select 'Clear Form' to start again.

Select 'Print Form' if you wish to have a hard copy, note that after submission you will be emailed a PDF of the form.