**Guidance Notes for Leaders on Residential Notification Forms**

**Leader’s responsibilities.**

* **Please read the ‘Information Page’ at the beginning of the REN form before completing the form.**
* **Check that the form being completed is the current one.**
* Ensure there is enough time before the event to obtain Commissioner’s approval and for her to consult with any relevant Advisers / Coordinators. Chase your Commissioner for return of the form if needed – the event should not go ahead without the signed REN in your possession.
* Ensure the Name of Event is completed at the top right hand corner of form with unit name.
* Obtain the local doctor and hospital details near to the venue.
* Ensure the home contact is not related to anyone attending the event.
* Check the A to Z of activities on Girlguiding website for the relevant qualifications of any instructors being used.
* The form can be sent to your Commissioner by e-mail. If sending the REN form to your Commissioner by post ensure you enclose 3 copies of the form and 2 sae envelopes, 1 for Commissioner, 1 to send to Adviser (Derbyshire’s REN Coordinator), 1 to return REN to you the Leader. An additional stamped envelope is required for the Qualifications Coordinator if an assessment is needed.