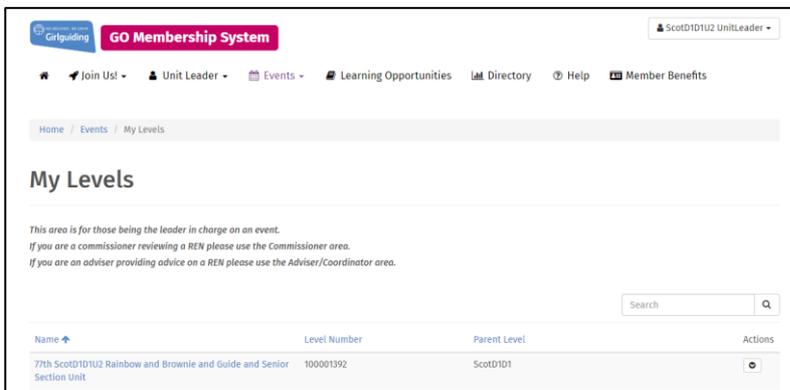


Running residential events

Completing the REN form as an event organiser

The following steps will enable you to complete the Residential Event Notification (REN) form through GO and submit it for approval by your commissioner.

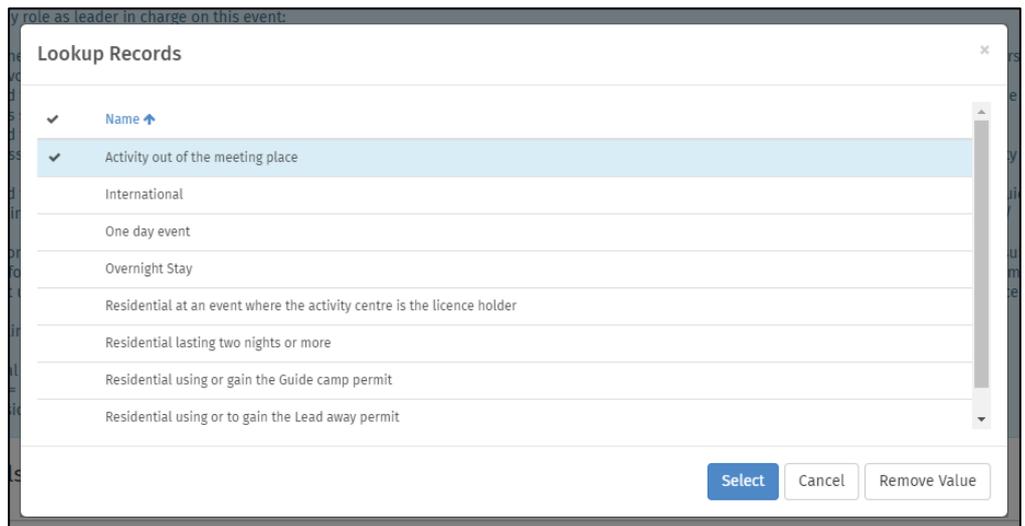
1. Select 'events'.
2. Select the level at which you are coordinating the event.



3. Select the blue 'Add Event' button



4. Choose the type of event you are organising.



5. You can now start to complete the information required for the REN form.

By accepting my role as leader in charge on this event:

- I will keep the residential notification form and other associated documents up to date and will inform relevant parties (e.g. commissioner, relevant advisers, home contact, other volunteers or parents/carers) as required of any changes
- I understand that, once I have submitted the form for authorisation, I will not continue with the event unless I have carried out any additional actions to the authorising commissioner's satisfaction and have received the signed form from them.
- I understand the expectations of me in the volunteer code of conduct and that if I breach the Code I may have my membership restricted or withdrawn.
- I give permission for all relevant volunteers and staff to see my personal details, including contact details and learning. This is required to ensure the safety of our young members.
- I understand that I am expected to manage information in accordance with the Managing Information Policy. For further information on how and why Girlguiding use your personal data, including how long we keep it, your rights, and how you can contact us, please read our full privacy notice at: girlguiding.org.uk/privacy-notice/

Your commissioner must be notified of and approve all events that involve an overnight stay. Extra information should be entered using "EDIT EVENT" before submitting to the commissioner for authorisation. The leader in charge is responsible for making sure that Girlguiding policies and procedures are followed, that this form is completed accurately, that updated information is sent to the authorising commissioner where necessary, and that the event does not go ahead until authorisation is received.

The minimum timescales you should follow to submit your initial plan to the authorising commissioner are:

- International = 9 - 18 months
- Large scale = 12 - 18 months
- All other residential events = 12 weeks

Event Details

Event Name *

Start Date and Time *

End Date and Time *

Event Type *

Level

REN Testing District

6. Once you have submitted this basic information for the event it will show in the original list of events for the level.

Member Events									Add Event
Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions	
District sleepover	Overnight Stay	REN Testing District	2/7/2021 13:00	3/7/2021 13:00	Planning	Beth RenTest	Cathy Programme-Fryer		

7. To add the additional information required for the REN form, click on the actions arrow and 'Edit Event'.

8. You will now need to work through each of the tabs along the top to add the information about your event.

Use the tabs below to move between sections of the form

Key Information | Event Details | Participant Numbers | Volunteers and Home Contact | Residential Additional Information | Programme and Risk Assessment | International Additional Information

Your commissioner must be notified of and approve all events that involve an overnight stay using this form. The leader in charge is responsible for making sure that Girlguiding policies and procedures are followed, that this form is completed accurately, that updated information is sent to the authorising commissioner where necessary, and that the event does not go ahead until authorisation is received. There are links to helpful resources for planning your residential in the 'helpful resources' section below and FAQs are available on the website.

Key Dates

Current Status:
Planning

REN Part 1 Approved On: _____ **by** _____

REN Part 2 Approved On: _____ **by** _____

Adviser last gave advice on: _____

The below table lays out the minimum timescales you should follow when submitting this form (see separate section below for international residents):

Type of trip	Part one	Updated risk assessment and itinerary	Part two	Updates after part two approval
Organising a large-scale event*	12-18 months before the event	4 months before the event	4 weeks before the event	If there are any changes after part two is signed off by your commissioner, you must edit the form and resubmit to your commissioner and adviser (if relevant) for approval.
All other home residents	12 weeks before the event	You can submit these with part two	4 weeks before the event	If there are any changes after part two is signed off by your commissioner, you must edit the form and resubmit to your commissioner and adviser (if relevant) for approval.

*100+ participants including adults and the event team

In exceptional circumstances you may be allowed to submit this form later than the minimum period, subject to the discretion of your commissioner. Different timescales apply for internationals (see below). For home residents, that being residents in the UK or in a British Girlguiding Overseas (BGO) home county, part one must be submitted and approved before any booking is made, unless the unit could afford to write off any small deposit.

1. Leader In Charge:
Beth RenTest

This refers to the person who must complete this form and seek commissioner approval. They are the person with overall responsibility for the residential and who holds, or is working towards, the relevant modules of the Going Away With scheme or Lead Away permit (the licence holder). Mentors supporting a Guide camp permit should put their contact details in this section, list the supervisor in the participant details section and put the name of the Guide doing their camp permit in the 'brief summary of your event' section.

2. Authorising Commissioner:
Cathy Programme-Fryer

A participant in the event must not act as authorising commissioner for that event. A county commissioner attending their unit event as a unit leader can have the form authorised by their district commissioner. If they're attending a county event as a county commissioner, then the chief commissioner, or delegated deputy, for the country/region needs to sign. If the chief commissioner is attending a region or international event, the chief guide or deputy chief guide must sign it off, or if they're unavailable, then another chief commissioner. Forms must never be signed by family members; if the authorising commissioner is related to the leader in charge the form should be passed to the commissioner above. To authorise the event use the actions on the main commissioner screen.

3. Linked Adviser:

Save and Exit **Exit**

Use the tabs below to move between sections of the form

Key Information | **Event Details** | Participant Numbers | Volunteers and Home Contact | Residential Additional Information | Programme and Risk Assessment | International Additional Information

Complete for part one and update as needed for part two.
Please see our current guidance ([Click here](#)) on the Girlguiding website around licence holder requirements at girlguiding activity centres events. Large-scale event organisers must be approved by their Commissioner.

Event Name *
District sleepover

Event Type
Overnight Stay

Start Date and Time * 2/7/2021 13:00 **End Date and Time *** 3/7/2021 13:00

Going away with assessment required yes/no?
 No Yes

Attending A Large Scale Event
 No Yes

Organising A Large Scale Event
 No Yes

Nights Away
1

Please provide address details of the venue(s) you are

Please provide a summary for your event, including any activities planned

Please give details of how participants will travel to and from the venue and any additional travel arrangements during the event:

Use the tabs below to move between sections of the form

Key Information | Event Details | Participant Numbers | Volunteers and Home Contact | Residential Additional Information | **Programme and Risk Assessment** | International Additional Information

i Complete a draft for part one and update as needed to a final version for part two.

You must have considered the needs of all the individuals on the trip in the risk assessment and activity plan. You should speak to the young members, parent/carers and volunteers to ensure that each individual's needs are taken into account.

Your risk assessment, activity plan and any other relevant documents must be submitted to the authorising commissioner outside of GO (e.g. by email).

Check the activity finder ([Click here](#)), for guidelines and requirements for all activities.
The narrowboat skipper or walking group leader must be included in the participant details section as an attending adult. If this is for an assessment, or if this is the first time they've skipped a trip/led a walk of this kind, make sure you have included it in the risk assessment.

Risk Assessment Last Updated

Activity plan last updated

Event financial accounts/budget last updated

Date last consulted with young members, parent/carers and volunteers about your proposed plan

Confirmation that all instructors/providers have the correct qualifications, risk assessment and insurance for the activities they are providing?

No

If you using a narrowboat what is the skipper's name?

If you are walking in the countryside, what is the classification?

If you are walking in the countryside, what is the group leaders name?

This final page only needs to be completed for those who are running an international residential.

Use the tabs below to move between sections of the form

Key Information | Event Details | Participant Numbers | Volunteers and Home Contact | Residential Additional Information | Programme and Risk Assessment | **International Additional Information**

i Complete for international permission to plan and update as needed for part one and two

This advice should be checked regularly, and the form updated should there be any changes.

Date last checked current UK government advice about the country/ies travelling to/through

Date last confirmed that the laws and customs of where you are going are suitable for all attendees and all planned activities

What, if any, are the restrictions or risks mentioned by the government?

How will you monitor whether the destination/s and country/ies you are travelling to/through do not pose an unacceptable risk?

9. Now that you have completed all information, you should click the green save and exit button on the page.
10. You are now ready to submit to your commissioner for approval. Use the actions arrow and 'submit for authorisation' option.
11. You will be presented with the following information and should click 'proceed' if you are happy.

Actions

Cancel Event
Submit for Authorisation
Add Volunteer
Edit Event

By submitting for authorisation you are confirming that you have sent the Commissioner:

- Activity plan (draft for part 1, detailed for part 2)
- Risk assessment (draft for part 1, finalised for part 2)
- Insurance certificates (if required)
- Any other documents you think would be helpful for the Commissioner and have completed all relevant information on the form.

Once submitted your Commissioner will approve, or send the form back for more information. The event will be locked (read only) while the Commissioner is approving, however volunteers can still register onto the event team. If you are submitting your international permission to plan your Commissioner will inform you when you need to submit your REN part 1.

You must not continue with an event unless you have carried out any additional actions to the authorising commissioner's satisfaction and you have received the signed form from them. Failure to do so is considered a serious breach of Girlguiding policy and may result in restriction or removal of membership.

Proceed Cancel

12. Once the commissioner has approved part 1 of the REN form you will be able to add additional information again using the 'edit event' option ready to submit for authorisation for part 2.
13. When you are ready to submit part 2 for authorisation, you will need to use the actions arrow and then 'submit for authorisation' option again.

Member Events									
Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions	
Add Event									

14. As the REN form moves through the various stages of completion and authorisation, the status of the event in the table above will change to show where it has got to.

Status	
Pre-Plan	For international trips only, leader in charge of event can update the information ready to submit. Event and information cannot be seen by commissioner at this stage.
Pre-plan submitted	Leader has submitted the first stage of the international permission to plan, it's over to the commissioner to approve this first part.
Planning	For international events when the commissioner has approved the permission to plan the status will move to planning. For all other events it will start at this status. The commissioner is not able to see any details for the events at this stage.
Plan submitted	Leader has submitted part one of the REN form for any type of residential event. Leader is not able to make any amendments until the commissioner has authorised this stage.
Finalising	Commissioner has approved part 1 of the REN form and it is now back to the leader to be able to add the final information and update anything else ready for Part 2 to be signed off.
Awaiting approval	Leader has submitted part two of the REN form to the commissioner for approval. No changes can be made now.
Approved	The residential event has now been approved by the commissioner, no further changes can be made to the event on GO, if you need to make changes you will need to use the action arrow to put it back to finalising status and go through part 2 approval again.