

March 2010

## THIS IS A SAMPLE LETTER ONLY

**Fordell Fast Forward**  
**Fordell Firs National Activity Centre – Fri 21<sup>st</sup> May 2010 – Sun 23<sup>rd</sup> May 2010**

I am delighted to confirm that the  
has booked and paid deposits for the following places at Fordell Fast Forward, these are detailed below:

Cub Scouts	Scouts	Leaders	Section Assts	Young Leaders
0	0	0	0	0

### Child Protection

It is important to note that ALL adults aged 18 years or above MUST have had a valid Disclosure Scotland within the last 5 years, via the Scout Association. All adults who need a Disclosure Scotland check, must have it completed before the date of the camp. Please fill in the necessary forms and submit it as soon as possible via the District as normal.

The Camp will be split into 3 Sub Camps. Your Group has been allocated the Jura Sub Camp, your Sub Camp Leader is **Joe Bloggs** his / her email address is. Each Sub Camp will contain approx 100 Cubs / Scout plus Leaders. The Group will sleep together in tents with their leaders alongside. Tents must be brought by the Group. (If you wish to hire any tentage, please arrange this via the Warden)

### Final Payments and Forms

**The Deadline for final Payments and Forms is Monday 4<sup>th</sup> May 2010 by then we require:**

- All Cub or Scout Final Payments (£20).
- All Young Person Permission Forms.
- All Leader & Adult Consent Forms.
- ***Please Photocopy the forms for your records and post the originals. Please ensure the correct postage has been paid***
- Please make the 1 cheque made payable to "The Scout Association"

Official forms should only be used they are available to be download from [www.fordellfastforward.org.uk](http://www.fordellfastforward.org.uk), click on forms.

### Badges

1 month before the Camp we will post out Camp badges for the participants to sew on their uniform.

### Adjustments to booking

We appreciate that there may be small adjustments to bookings, please can you email me the details as soon as possible, [richard@fordellfastforward.org.uk](mailto:richard@fordellfastforward.org.uk) and I will advise you how to proceed.

Continued Overleaf

## **Catering**

Catering is provided centrally. There is no need to bring any facilities for cooking in any way as Tea and Coffee making facilities will also be provided. Plates, Cups and Cutlery are required.

## **Tents & Equipment**

All Groups must bring their own Tents for sleeping in. Each Group is responsible for erecting (and packing up) their own tents. A marquee, Tea & Coffee etc will be provided at each subcamp.

Tents may be erected on Thursday 20<sup>th</sup> May from 6pm, and on the Friday 21<sup>st</sup> May from 12noon. Please visit the Camp office before proceeding to erect any tents.

## **Nights Away Permit**

For the purposes of the Nights Away Scheme, my Nights Away Permit covers the whole camp. The 'management' of the camp is controlled by a number of people in my team. These include very experienced Scouters with many years experience.

## **Home Contact / In Touch**

You may be aware The Scout Association has reviewed its arrangements for Home Contact, and will now be operating 'In Touch' details of which can be found at [www.scouts.org.uk/intouch](http://www.scouts.org.uk/intouch) .

As Districts are phasing in 'In Touch', as Camp Leader I am expecting you to either operate a home contact system or In touch.

- I will contact the Group Leader on the run up to the camp, and have all leaders and Young Persons details before the camp. Information will also be placed on the website at [www.fordellfastforward.org.uk](http://www.fordellfastforward.org.uk)
- During the camp Leaders will be contacted via their Sub Camp Leaders in the main, and the Camp Office.
- Whilst Leaders mobile no's can be give out in emergency, Fordell Firs can also be contacted during the camp on 01383 412704

## **Further information**

I will be in touch with further information, as time goes on. The website at [www.fordellfastforward.org.uk](http://www.fordellfastforward.org.uk) will also be updated with information, you and your other leaders are able to sign up to the mailing list feature.

Should you have any questions, don't hesitate to get in touch. We look forward to seeing you all in May.

Yours in Scouting



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