



22nd Sep 2018

Dear Young People, Parents & Adult Volunteers

AN INVITATION TO FUN, SELF-ESTEEM, TEAMWORKING, THE GREAT OUTDOORS AND A COMPETITIVE CV

CLOSING DATES FOR BOTH ONLINE FORM AND £50 PLEASE APPLY **BY SAT 29-SEP-2018** MIDNIGHT

We are pleased to announce that we are inviting young people to apply to be part of our 2018-2019 Duke of Edinburgh (DofE) Award Scheme. This will be our 7th year of running the award.

We are offering the opportunity for:

- 41 year 9+s to take on the Bronze Award challenge in six mixed-sex teams based as much as possible on friendship groups
- 42 year 10+s to take on the Silver Award challenge in six mixed-sex mixed-ability (i.e. mix of those who did Bronze and those who are Silver Direct) with teams then based as much as is possible on friendship groups

Our Gold Award now runs so that:

- Those who will be 16 years old in this academic year can apply NOW to take on the challenge of Gold, starting their volunteering, physical, skills and residential as soon as they reach their 16th birthday.
- We are inviting up to 42 year 12+ to train and take on the challenge of Gold Hiking Expeditions with us – in up to six mixed-sex mixed-ability teams, then based as much as is possible on friendship groups

As well as being great for your CV, for learning teamworking skills and for building self-esteem, and with the opportunity it gives you to develop a love of the great outdoors, the DofE Award is quite simply a lot of fun.

COMMITMENT AND TIMINGS

DofE is a big commitment. What can be fun, relaxing and a welcome distraction from coursework and exams for one young person can be unhelpful extra pressure for someone else. So please consider your motivation carefully before taking one of the limited places from someone else.

To assist you in making your decision we have highlighted within section 1 of this letter the time that will be required from you, and the expedition dates that we expect to be working to. We would like you to consider carefully whether this is the right thing for you at this time, and how well-placed and motivated you will be to follow through on everything DofE requires. You do have until you are 25 to complete the award and so you don't need to rush into it this year. If the timescales and commitment required cause you any concern then please talk to us before you apply.

A note on dates: we welcome applications from young people from any school. We're very grateful to AGGS and AGSB for sharing with us not just their published term dates, but also their internal exam timetables, and for checking our plans assuming that we will have Y9s on Bronze, Y10s on Silver and Y12s on Gold. We have factored these in to the dates in this document and hope that we can stick to them. AGGS would be delighted for some of their students to have this opportunity to be in mixed teams, which is why our offers will go out before AGGS application forms need to be submitted on Mon 8th Oct.

If you have an issue with the dates we would still like you to apply but to let us know your restrictions. We will do our best to help and work out the options with you. You can always withdraw from the scheme – and get your deposit back – if we can't work something out.

A TEAM EFFORT

DofE requires a high ratio of adult volunteers to young people. We look for 2 adult volunteers to work with each team, as well as additional admin and support roles. We were only able to take on over 120 young people last year due to the priceless support of an army of over 50 volunteer adults offering their time and skills.

We are busy asking our existing volunteers if they will help for another season, but even now we know that this year we will need:

- **Kit Team Leader:** Shadowing the Leaders of the Kit Team that arranges and looks after the Kit – with the aim of taking over as Kit Leader next season. Our ideal is that we can find someone who is handy, who likes 'kit' and who has a child in Y9 who we think will go all the way through to Gold and so could help us for a few years. If this could be you, please contact Will directly by email on Will@BowdonChurch.org
- **New Expedition Team Assistant Mentors** for Bronze & Silver, working with experienced mentors to support the young people in learning the training that we provide.
 - For Bronze Mentors, the commitment is mostly Sunday evenings with a few Wednesday evenings close to expedition weekends.
 - For Silver Mentors, the main commitment for the Silver volunteers is a training camp weekend, a few Sunday afternoons creating maps and route cards, and four Kit nights. No expertise is needed – though it's helpful if you have it - rather we need a love of the great outdoors and patience with young people. We can provide everything else.
- **Pastoral Pairs:** We need people who are willing to camp nearby our two Bronze or two Silver Expeditions, keeping an eye and ensuring we keep to the campsite's rules
- **Administrator roles:** sending emails, managing the eDofE system, supporting the expedition paperwork, and kit administration supporting our Kit Managers. No expertise is needed other than an eye for detail and competence with Word/Excel. We can provide everything else.
- **Fundraiser:** Willing to fill in grant forms and/or knows who to ask for support

Please let the Organising Committee know if you could help. For this next year they are:

Aileen James	Kit Manager for 1 more season	07932 776597	aileenjames10@gmail.com
Angus James	Kit Manager for 1 more season	07740 283536	iainjames.markers@gmail.com
Chanel Lally	Silver Award Leader	07582 928 985	Chanel_Lally@yahoo.co.uk
Chris Jones	Expedition Pastoral Coordinator	07957 138004	cj@christopherdee.co.uk
Chris Oughton	Gold Award Leader	07545 520595	chris.oughton@yahoo.co.uk
Jennifer Raffle	Bronze Award Leader	07770 825019	jennifer@rafflehome.plus.com
Mike Roberts	Direct Silver Training Leader for 1 more season	07764 280250	michael.roberts@nhsbt.nhs.uk
Pam Welford	DofE Admin & Finance	07760 165551	pam.welford@btopenworld.com
Sara Calvin	Expedition Partner & HML Training Coordinator	07515 716272	saracalvin@btinternet.com
Steph Carter	eDofE Team Leader, eDofE Gold Admin and Org Team Secretary	07850 331220	stephaniejcarter@hotmail.co.uk
Will Sudworth	DofE Manager	07771 766848	Will@BowdonChurch.org

We're also grateful to Karen Wilson for being our link to the Church's Standing Committee.

SUBMITTING YOUR APPLICATION

Having worked solely by paper forms and cheques in our early years, a lot of work has happened behind the scenes so that again this year we are inviting applications electronically requiring two steps:

1. Using the secure 'Google Forms' application form
2. Using electronic banking to place a refundable £50 deposit to secure your place

Both steps need to be completed by the Sat 29 Sep 2018 midnight deadline.

If you are unable to submit forms or payment electronically please speak to Will Sudworth and he will provide you with a paper form to fill in, plus cheque payment details. We are determined that finances should not prevent a young person from benefitting from our DofE Scheme. If you are struggling financially, please speak privately to Will Sudworth as support may be available.

Whilst we hope that we will be able to give a place on our scheme to every young person who wants one, last year we were oversubscribed at Bronze & Silver, but not at Gold. We have prepared for this by creating a selection mechanism which is explained at the end of the letter. The criteria are reflected within the application form questions.

If you feel that our scheme is for you, then please submit your application electronically and place your refundable £50 deposit using the information below:

DofE Google Application Form:
Bank
Account Name:
Sort Code:
Account No:
Reference

<http://bit.ly/Bowdon2018>

Bowdon Parish DofE

30-94-74

26018268

Very important 18 characters! Please use this system to help us match your deposit to your application:

B - Surname Initials or first name

S - Surname Initials or first name

G - Surname Initials or first name

where B, S or G represent Bronze, Silver or Gold

If you have a printed copy of this letter, please find the application form link on our church website:
www.BowdonChurch.org

e.g. if a young person called Fred Bloggs was applying to do Bronze his parents would use the reference B-BloggsF

We aim to respond to:

Bronze & Silver applications to offer available places week commencing 1st Oct

Gold applications in Oct/Nov ready for training to start in January.

Our application process this year is a month earlier than last year in the hope that AGGS students can apply to us, and know whether they have a place, before their school DofE process starts on 8th Oct.

We look forward to welcoming you onto the DofE Award scheme, to what can be a life-changing adventure. On the way, you will learn new skills, help others in the local community, build your fitness levels, make new friends, gain a great sense of achievement and above all have fun!!

Yours sincerely,

Will Sudworth

Will Sudworth

Bowdon DofE Manager

On behalf of Bowdon Parish Church of England and the National DofE Award Scheme

1. TIME COMMITMENT

AWARD LEVEL	THE 3 ACTIVITIES VOLUNTEERING, PHYSICAL & SKILL	ADDITIONAL REQUIREMENT	EXPEDITION (TRAINING, PREP, PRACTICE, QUALIFYING & PROJECT)	RESIDENTIAL	TOTAL COMMITMENT
BRONZE YEAR 9+	1hr a week on each of the 3 activities for 3 months = 36hrs	An extra 3 months of 1hr a week on one of the 3 activities = 12 hrs	Training 32hrs Prep 14hrs Practice 32hrs Qual 32hrs Project 9hrs = 119hrs	N/A	167 hours*
SILVER VIA BRONZE YEAR 10+	1hr a week volunteering for 6 months, physical & skill for 3 months = 48 hrs	An extra 3 months of 1hr a week at either skill or physical = 12 hrs	Training 45hrs Prep 11hrs Practice 56hrs Qual 56hrs Project 9hrs = 177hrs	N/A	237 hours*
DIRECT SILVER YEAR 10+	As above = 48 hrs	As above 12 hrs + a further 6 months in either volunteering or longer of physical/skill 24 hrs = 36 hrs	Training 83hrs Prep 11hrs Practice 56hrs Qual 56hrs Project 9hrs = 215hrs	N/A	299 hours*
GOLD VIA SILVER eDOFE AGE 16+ EXPEDITIONS Y12+	1hr a week at volunteering for 12 months (48 hrs), physical & skills for 6 months (48 hrs) = 96 hrs	An extra 6 months of 1hr a week of either skill or physical = 24 hrs	Training 16hrs Prep 14hrs Prac 111 hrs Qual 111 hrs Project 9hrs = 261 hours	144 hours	525 hours [§]
DIRECT GOLD eDOFE AGE 16+ EXPEDITIONS Y12+	As above = 96 hrs	24 hrs as above + further 6 months in either the Volunteering or the longer of the Physical or Skills sections 24hrs = 48 hrs	261 hrs as above	144 hrs as above	549 hours [§]

**On some weeks you could need 5hrs a week for the 3 Activities and Expedition preparation. Wherever possible, we advise young people to use the out of school activities they are already doing for their DofE, and/or to plan their 1hr activities with several on the same evening so that they avoid DofE requiring 4 out of the 7 evenings in the week...with Bowdon DofE we ask the young people to keep to [this list](#) that ensures that your activity does fit into the DofE section:*

§Gold is only for young people who are very motivated...it is a significant achievement to gain this award and receive it from royalty at Buckingham Palace, Holyrood Palace or St James's Palace. The training and expeditions are in intense bursts outside of exam times. Gold candidates are expected to organise themselves so the preparation is done by candidates at times and places of their own choosing.

It's probably self-explanatory but...

- Silver Direct – means that you didn't do Bronze first. You'll see from the table above that you have to do more hours on each of the activities than if you had done Bronze first. Please note that if you did Bronze with another organisation, you don't have to do extra eDofE but we still require you to do the extra expedition training of other Direct Entry to make sure that you really have the skills you need.
- Gold Direct – means that you didn't do Silver first. Again, we require extra expedition training for those who did Silver with another DofE organisation, just to make sure that we can keep you safe on the mountains.

Whilst we hope that we will be able to give a place on our scheme to every young person who wants one, we expect to be oversubscribed at Bronze and Silver. We would therefore like you to consider carefully whether to apply, as it would be a shame to take one of our limited places and then have to pull out.

2. AGE RESTRICTIONS

Bronze – Year 9+

To take into account friendship groups and at our discretion as a Licensed Organisation, a young person can register as soon as they enter Year 9 at school.

Silver – Year 10+

To take into account friendship groups and at our discretion as a Licensed Organisation, a young person can register as soon as they enter Year 10 at school.

Gold – 16-25 years old

A young person must be 16 years or older to register for the Gold Award.

We encourage young people to apply to do Gold in the year that they turn 16, so that they can start their skills, volunteering, physical and residential as soon as they reach their 16th birthday.

Taking on the expeditions means that focused young people could still achieve their Gold Award prior to Oxbridge/UCAS applications in year 13, though it is often enough for colleges and universities to know that you've started to differentiate you from other applications.

3. KEY 2018-2019 DATES

We've invested a lot of time in working with the local schools to avoid exams and busy periods as much as possible.

It would be best if you apply knowing that you can make these key dates....however....we may have missed some important things and the schools do sometimes change their dates....so whilst we cannot promise anything **we encourage you to apply even if these dates don't work for you**, as we may be able to make some adjustments...but please state your date restrictions in your application.

Bronze Key Dates			Silver Key Dates			Gold Y12 Key Dates		
Friday 5 th Oct 2018 Midnight Deadline for application and refundable £50 deposit								
Week of 7 th Oct Places offered			Week of 7 th Oct Places offered			Oct-Dec: Phone Interviews		
Thu 10 th Oct 2018 Midnight Deadline for accepting an offered place						Sun 31-Dec 2018 Midnight Deadline for accepting place		
Sun 2 Dec 7:30-9:30pm <i>Adult Volunteers Only: Meal, Briefing & Group Photo</i>								
Sun 13 Jan 7:30-9:30pm Forming teams Sat 26 Jan – First Aid Training			Sun 13 Jan 8:30-9:30pm Forming teams			Sun 13 Jan 2-5pm All: Welcome Afternoon Sat 26 Jan – First Aid Training		
Thu 28 Feb Midnight Deadline for final expedition payments								
Most Sunday nights in term time 7:30-9:30pm Sat 16 Mar book 2hr timeslot in the morning for Orienteering			Three meetings in Jan Just Kit Talk in Feb Lots in March prior to AGSB exams Direct Silver have extra training day on Sat 9 Mar 9-5:30pm Sat 16 Mar book 2hr timeslot in the morning for Orienteering			Gold-Direct extra Training: Sundays in Jan All: Gold Big Night In Sun 3 Mar 6-10pm		
Sat 30 Mar Map Walk Day			Wed 24 Apr 8-9:30pm Briefing & Kit Night Sat-Sun 27-28 Apr (Or 4-5 May or 11-12 May) Training Weekend Wed 1 May 8-9pm Kit Return			Sat 9 Mar 8:30am-9pm Gold Big Day Out <i>Then teams plan Practice routes</i> Key dates: Sun 24 Mar 1-6pm present maps April kept clear for exams		
Wed 12 Jun 8-9:30pm Kit Night Sat-Sun 15-16 Jun Practice Expedition Mon 17 Jun 9-10pm Kit Return			Wed 26 Jun 8-9:30pm Briefing & Kit Night Sat-Mon 29-Jun to 1-Jul Practice Expedition Tue 2 Jul 9-10pm Kit Return			Wed 17 Jul 8-9:30pm Kit Night Sat-Tue 20-23 Jul Practice Expedition Wed 24 Jul 8-9pm Kit Return & Pick up Map Packs Present back Sun 1 & 8 Sep 1-6pm		
Wed 3 Jul 8-9pm Kit Night Sat-Sun 6-7 Jul Qualifying Expedition Mon 8 Jul 8-9pm Kit Return			Wed 11 Sep 8-9pm Kit Night Sat-Mon 14-16 Sep Qualifying Expedition Tue 17 Sep 8-9pm Kit Return			Wed 18 Sep 8-9pm Kit Night Thu-Mon 19-23 Sep Qualifying Expedition Wed 25 Sep 9-10pm Kit Return		
Sun 22 Sep 7:30-10pm Project Presentations			Sun 17 Nov 7:30-10pm Project Presentations			Sun 24 Nov 7:30-10pm Project Presentations		
TBC 2020 DofE Award Ceremony			TBC 2020			Buckingham, Holyrood or St James's Palace		
Click here for latest version of Bronze full dates			Click here for latest version of Silver full dates			Click here for the latest version of the Y12 Gold Full Dates		

Please note that own transport needs to be arranged for training weekends and expeditions.

4. COSTS

Bowdon Parish Church provides the DofE Award Scheme as a service to the community, keeping it cost neutral for the church, and simply passing the actual costs on to parents.

To make the admin easier for both parents and us, we ask for:

1. A deposit with your application form that covers the cost of registering you on DofE's system and the early activities like the external first aid course. If you are not successful with the application, we will return the money to you.
2. The remaining full payment by 28th Feb 2019.

Note that if a young person needs to pull out for any reason, then we will refund whatever costs have not yet been incurred by that point. On special request, we can break down the costs and take payment to an agreed schedule.

Please also note that we are determined that finances should not prevent a young person from benefitting from the DofE Scheme. If you are struggling financially, please speak privately to Will Sudworth as support will be available.

	BRONZE	SILVER	GOLD
Refundable initial deposit by 1 st Nov If you are accepted this will be used to registering you with DofE, paying for your welcome pack + licence cost and initial costs.	£50	£50	£50
Remaining payment due 28 th Feb Paying our partner charity to staff both expeditions, map walk day, orienteering course, camp site fees, maps, compasses, consumables like petrol, photocopying, refreshments on meeting nights, gas cylinders & cleaning costs	£160	£240	£365
Repayable Deposit for Group Kit	£20	£20	£20
THIS YEAR'S TOTAL COST	£190	£270	£395
2017 TOTAL COST †	£190	£289	£433

† We have been investing in Hill & Moorland Leader training of volunteers to reduce the costs we pay to the expedition partners. We hope to be able to reduce them even further even future years. Since we started, we've removed £6,186 in recurring annual costs for our community.

We want to make parents aware of the 'hidden costs' of DofE. We have tried to reduce these costs too but there will always be items, such as hiking boots, which are best purchased individually.

Again, if you are struggling financially, please speak privately to Will Sudworth as support may be available for these kit items.

	BRONZE	SILVER	GOLD
Personal Kit (minus rucksacks)	~£200 [▲]	~£200 [▲]	~£200 [▲]
Rucksacks provided by Thrive Trafford	£5 hire	£5 hire	£5 hire
Residential - Gold only	n/a	n/a	~£140+
Volunteers & Management provided by Bowdon Church & Community	Free	Free	Free
Group Kit & Maintenance provided by local businesses & donors	Free	Free	Free
POTENTIAL TOTAL COST OF DofE	~£395	~£487	~£771+

[▲] Please download Bowdon's [DofE Kit List](#) explaining which items are provided and which items will need to be hired or bought

5. SELECTION CRITERIA

If we are oversubscribed, we will prioritise using the following ordered criteria:

1. Completed on-time application form including receipt of £50 deposit (or private conversation with Will relating to funding)
2. Disadvantaged or young people with special requirements or circumstances - private conversation with Will Sudworth is required – there are a handful of bursaries available
3. Successful phone interview for Gold. Including reflections on previous award level if applicable
4. Parent already working for or volunteering at any group in Bowdon Parish Church of England
5. Previously awarded (or as far as it can be) DofE level with Bowdon DofE, with good record of behaviour from previous DofE level
6. Regular attendance from at least the start of Autumn 2018 term at one of Bowdon CofE's youth groups or significant current involvement with the church
7. Family on electoral roll (member of church)
8. Previously awarded (or as far as it can be) DofE level with a different organisation
9. Parent willing to volunteer at DofE
10. Proximity to church