**Is the Gold Duke of Edinburgh’s Award Event right for me?**

Supporting the Duke of Edinburgh’s Award (DofE) Gold Residential is an amazing way for YHA to engage with young people, and to introduce your hostel to a brand new, younger audience.

The age rage for this event is 17-25 years- as a business and as a charity this is one of our target markets. There is also a high demand for Gold opportunities, so by making your event a DofE opportunity, you are opening your doors to a large recruitment pool of very willing volunteers!

Depending in the task, you can set a minimum age of 18 years if needed, however we would encourage you to be open to young volunteers as much as possible - we would recommend ages 17 and up.

There are criteria which DofE and YHA have set to make sure our Residentials are high quality and provide a great experience. Hostels will need to check that these criteria can be met in order to hold a DofE event.

The DofE Critera:

* Your event needs to be scheduled in academic holidays
* The event needs a minimum of five volunteers to qualify as a Gold event (there is no maximum group size)
* The event needs to last for four nights and five days
* Volunteers must be working in group to complete a task

YHA Criteria

* All volunteers on the event must be registered with the Volunteering Team
* Accommodation is offered for free to volunteers for the duration of the event, and travel expenses are offered (£55 max)
* Volunteers pay £40 in cash, on card or by cheque on arrival to the hostel, to cover food costs for the week. The group can either be catered or self-catered (hostel buys in ingredients, volunteers work as team to plan meals, cook and clean up afterwards)
* We recommend that volunteers support for a maximum of 7 hours per day, with at least one half-day off as a rest day
* Volunteers should be offered a ‘coffee break’ in the morning and afternoon, as well as a lunch break
* A thank you activity should form part of the week
* Hostels can apply for funding to support the delivery of events i.e. purchase materials and equipment
* Hostels will need to have some structured activities for part of the evening

**Remember- help from the Volunteering Team is available to plan and deliver you event!**

**How do I get my event happening?**

You will need to complete the DofE Notification Form and return to the Volunteering Team. This should be done at least 12-weeks in advance of your event.

**Promotion**

The Volunteering Team will register your event with the DofE, who will then promote the Residential. Your event will also go into the next edition of the YHA Volunteer Newsletter. We do ask that hostels undertake local promotion, and put the event onto the hostel web page.

**Got a Question?**

If you have any queries or questions, please get in touch with the Volunteering team on volunteers@yha.org.uk or call 01629 592 562.

**Bookings- who does what and when**

Enquiries may come directly to the hostel, so please brief your team on what to do:

* When the enquiry comes they should be directed to the Volunteering Team
* The Volunteering Team will then send out a YHA New Volunteer Form to the volunteer and further information
* The hostel can choose to book volunteers on to the event themselves, or the volunteering team can book volunteers on to the event

**Add some sparkle!**

DofE volunteers want to help, but they also want to enjoy their experience of helping! To make your event appealing to young volunteers, it’s nice to add in a thank you.

This could be a group meal on the last night, a guided walk , a rest day to explore the area, or even a mug of hot chocolate as you star gaze.

*Saying thank you doesn’t have to cost money, but it does make a positive difference!*

**DofE NOTIFICATION FORM**

**Hostel Contact Details**

Hostel Name:

Contact Name:

Job Title:

Daytime Telephone Number:

E-mail:

DofE Assessor……………………………………………………………………………………………….

**The Event**

DofE Gold Residentials must last 5 days and 4 nights. DofE asks that Residentials start before noon on the first day, and finish after 3pm on the last day.

Day one of event (*date volunteers arrive with you*) : ………./………./……….

Start time of event: …………….am/pm

Last day of the event (*date volunteers leave*): ………./………./……….

End time of event: …………….am/pm

Event Description

What will the volunteer being doing? Its also worth including any details of a thank you, if you have planned one.

What is the maximum number of volunteers you need?..........................................................................

Please note that the Volunteering Team recommend your group is 6+ volunteers. DofE requires at least 5 people for a Residential, so having a group of 6 will ensure it still counts if someone needs to drop out last minute!

Accommodation: Dorms 🞎 Camping 🞎

Are there any restrictions on gender due to room assignment? Yes🞎 No 🞎 If yes, *please detail*

……………………………………………………………………………………………………………………

**Timetable**

To give the volunteers an idea of what they’ll be getting up to, please provide a timetable below. It’s okay if it’s rough or loose – we just want to give a general picture of the week!

We have filled in a few spaces with ideas to get you started!

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Morning** | **Afternoon** | **Evening** |
| **Day 1** |  | ArrivalInductionTeam building gamesCollect participant’s food money (£40)Fill in or collect participant’s forms (model release form, expense forms, U26 membership form) |  |
| **Day 2** |  |  |  |
| **Day 3** |  |  |  |
| **Day 4** |  |  |  |
| **Day 5**  |  | Debrief and evaluation of weekDeparture |  |

**Kit List**

To give the volunteers an idea of what they should bring, please list a few things that you anticipate they will need. For example:

* Towel
* Sturdy shoes
* Clothes they don’t mind getting mucky, dirty or painted

All participants have to prepare a pre-residential task. Please could you outline what their task will be

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**Food**

Volunteers will pay £40 by cash/cheque/card on arrival to the hostel to cover meals, and refreshment costs (drinks/biscuts during breaks on days of support). How will your volunteer access meals?

**Self Catering** (*Hostel will purchase food and volunteers will cook their own meals as a group*) 🞎

**Catered basis** (*Hostel will cook/provide meals for the volunteers*) 🞎

**Bookings**

Please check that the dates of your Residential do not clash with any group bookings. Some groups are sole use, and would prefer not to share the hostel with a group of volunteers. If you have any questions, please don’t hesitate to get in touch – better safe than sorry!

**Funding**

* Limited funding is available to help with tool, basic material and PPE purchases.
* Please note: If your event does not go ahead (this includes cancelling due to low participant numbers), funding given and spent will be re-claimed through your hostel budgets
* Funding applications will only be considered for sites that have returned a completed Minor Works Permit

Would you like to apply for funding to run your event? (*please tick*) Yes🞎 No🞎

How much money would you like to apply for? £ …………………………………

Please provide a breakdown for how this money will be used i.e. hand tools, personal protective equipment (PPE), material costs such as paint etc;

*
*

If you have any queries please do not hesitate to contact the Volunteering Team for further assistance.

**Completed forms can be either returned by post or email to**

**Address: FAO The Volunteering Team, YHA Dimple Road, Matlock, Derbyshire, DE4 3YH**

**E-mail:** **volunteers@yha.org.uk**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hostel** |  | **Permit submitted by** |  | **Date submitted** |  |
| **Date works to be completed by** |  | **Resource proposed / required to complete the work (hours labour)** | **Materials proposed / required to complete the work** | **Tools proposed / required for the work** | **PPE proposed / required for the work** |
| **Scope of Work** |  |  |  |  |
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| **Summary of key hazards identified by the hostel** |
|  |
| **Office Use** |
| **Authorisation by BM** | **Date**  | **Permit conditions** |
|  |  |  |
| **Authorised by SHEQ Officer**  | **Date**  |