BCYS SUMMER LOURDES
SATURDAY 17TH JULY – SUNDAY 25TH JULY 2010

Please put a passport sized photo here

LEADER'S APPLICATION - FULL DETAILS FORM

Please use block capitals to complete each part and return no later than 30th March

Please note that there is a COMPULSORY leader's training weekend on Saturday 26 June to Sunday 27 June. *The cost for leaders is £470 (although this will rise to £490 for those who have not paid their full fare before 1st June 2010). Your place will be booked on receipt of £100 deposit and deposits are non refundable after 30th March 2010*

CONTACT DETAILS

NAME _____ **MALE/FEMALE**

ADDRESS _____

_____ **POSTCODE** _____

TEL. **HOME** _____ **MOBILE** _____

EMAIL (WE ARE HOPING TO USE EMAIL FOR CORRESPONDENCE AND CONFIRMATIONS SO PLEASE PRINT CLEARLY)

DATE OF BIRTH _____ **AGE*** _____ **CRB NO AND DATE OF ISSUE** _____

PARISH _____ **CRB ISSUING AUTHORITY** _____

** Leaders must have finished school year 13 in 2009 or earlier. There is a different form for young people in year 10-13. We are beginning to create a database so that we can send direct emails about future BCYS events. Your details would only be held by us and not passed to anyone else. If you would prefer us only to use your details for this trip, please tick here __. This applies only to the details above, i.e. your contact details. The rest of this form is confidential, and will only be used in the event of an emergency, or as necessary for the administration of the trip.*

PRACTICAL INFO.

1 POLO SHIRT will be given to everyone (first time attendees will get two). Please indicate your size by circling: If you require more than the shirt(s) already included in the price, please detail how many and the size you require and enclose a cheque for £11 for each additional Tshirt.

S M L XL XXL

TRAVEL to Lourdes is by coach. Please indicate your preferred departure point:

Stratford ___ Colchester__ Brentwood__

There are very limited flight spaces this year and until the last weekend in June, we will not know the true cost of these – any flights will be charged on a direct cost basis (including any required extra hotel nights, although these may not be necessary!) If you still want to be considered for the available flights, please tick here ☐

ROOM SHARE : Most of the rooms are twin, with some triple. Please indicate who you would like to share with (if you are not sure who else is going, leave this blank and we will pair you with someone close to your age). Please ask the person(s) if they would like to share with you – it is easiest when two forms match! We will do our best to meet your wishes, but cannot guarantee it. 1. _____ 2. _____

VITAL FOR TRAVEL

PASSPORT NUMBER _____ **NATIONALITY** _____

- **To travel to France you need a passport with an expiry date at least six months after we travel, i.e. your passport must be valid until January 2011.**
- **You also need a European Health Card,** which is free. You must apply for this at a post office, and allow plenty of time before we travel.
- **If you are not a British/EU citizen you will also need a visa and possibly specific permission to re-enter the UK.** Please check with your embassy and the French embassy to be sure about what you need. It is your responsibility to ensure you have valid travel documents.

MEDICAL INFORMATION

This information will naturally be treated as strictly confidential, and on the trip it will be used only in the event of a medical emergency. Travel insurance is included with the trip: information about serious medical conditions will be passed to the insurance company, and in accordance with their guidelines a failure to disclose a medical condition may invalidate the travel insurance.

Any condition for which you are taking prescribed medication? (please detail the medication)

_____

_____

Any allergies (to medicines or food)?

_____

_____

Any other medical information which it would help us to know? Please be sure to detail any ongoing investigations (even if no diagnosis is yet available) or concerns.

_____

_____

Name, address and telephone number of your GP

_____

_____

_____

DIETARY INFORMATION

Any dietary preferences (eg. vegetarian, no fish, etc) _____

EMERGENCY CONTACT DETAILS

Even as leaders, it is essential for us to have a UK contact in case of an emergency while we are away. Please ensure they know you have given us their details, and preferably give us both a mobile and land line contact.

Name _____
Tel. (incl code) Home _____ Work _____ Mobile _____
Relationship to person travelling: Mother/Father/Grandparent/Friend/_____

Alternative contact:
Name _____
Tel. (incl code) Home _____ Work _____ Mobile _____
Relationship to person travelling: Mother/Father/Grandparent/Friend/_____

SAFETY POLICIES AND CONSENT

The safety policies are listed on the following page. **Please take time to read them!**

SAFETY POLICIES

We all want to have a safe and happy trip. *These policies are in place to help everyone, and they are underpinned by a full set of risk assessments carried out in pre-trip planning in the UK and Lourdes, based on extensive experience in Lourdes. The risk assessments are available to see on request.*
Please read these safety policies before we travel*. Thank you.*

1. **The BCYS group will be divided into smaller groups to give everyone an easy point of contact.** These groups will be a mix of young adults aged 15 (end of school year 10) - 18, and those aged 19+, with a minimum ratio of 10 young people: two leaders. All those aged 19+ will have completed CRB checks, in accordance with Diocesan policy for safe working with young people.

2. **The nature of the trip means that everyone will be working with vulnerable adults.** At all times young people and leaders will be supported in this work, with experienced leaders and medical support readily available. Our work includes pushing wheelchairs, and the group will be given a full safety briefing on arrival at our accommodation in Lourdes.

3. **We will provide each group member** with contact numbers for Sarah Barber and Clare Sullivan who are leading the trip. We will also provide a contact phone number for the hotels in Lourdes.

4. **Medication**. All medication must be <u>self-administered</u>. Health and Safety Executive Guidelines mean that the first aiders on the trip are not permitted to administer medication. The small group leader should be aware of **prescribed medication**, and notified each time it is taken. **If medication is not prescribed** (travel sickness tablets, paracetomol, etc.) then the small group leader must be informed prior to tablets being taken. Medication such as this <u>must belong to the young person</u> – we are not permitted to give medicine to young people. We would contact a doctor to prescribe medicine if necessary, but it is best for young people to bring appropriate (i.e. relatively limited) quantities of such medicine with them if they think they will need it. For those who suffer from travel sickness it is good to be aware that we do have long coach journeys. Young people must not share their medication with anyone else. **In an emergency** all reasonable effort will be made to contact the family in the UK: should this not be possible, it is a requirement of the trip that Sarah Barber or Clare Sullivan be delegated to give consent to emergency medical treatment as advised by doctors.

5. **Alcohol**. We hope the trip will be sociable, but also recognise the age of those travelling. For everyone's benefit, we will only permit young people to drink if they have specific parental consent. Young people with consent, and leaders, are asked to follow these guidelines:
   - The small group leaders will purchase alcohol for their group, at their discretion, to a maximum of two glasses of wine/ pints of lager per person. Naturally, if parents have indicated they do not wish their son/daughter to consume alcohol, we will not purchase alcohol for them.
   - To drink alcohol only when we are together as a small or large group – i.e. not to keep alcohol in personal possessions

6. **Specific Risks.** We have identified these specific risks requiring consent.
   - As part of the trip we travel to Lac Vert where there is an open air swimming pool. This pool has lifeguards. Also, there is a boating lake for pedalos and rowing boats. We have regularly visited Lac Vert and we are satisfied it is a safe environment. We require consent to be given for young people to swim and/or go boating.

7. **Banned substances** are strictly prohibited on the trip.

8. **Stimulants** (eg. pro plus) are also strictly prohibited.

9. **To minimise the risk of dehydration**, small group leaders will encourage the group to carry water bottles and drink water regularly.

10. **For everyone's safety**, in free time group members should stay in groups of no less than four. **Name badges** should be worn at all times, including free time.

11. **The trip is booked via a travel agent covered with ATOL and ABTA bonds.**

GIFTS AND TALENTS

During the week in Lourdes we are asked to serve as young people in a variety of ways to help the Diocese. It is also good to know who has specific gifts and talents when we come to our own events. Please indicate below if you would like to be involved in any of the following ways:

Altar Serving _____
Playing a musical instrument _____ (which instrument? _____Grade __)
Singing _____ (solo? _____)
Drama/performance of signed song _____
Reading at Mass _____

Please note: There will be a rehearsal for each of the above before we travel, usually very close to the trip. This is especially important for musicians, and we will give details at the pre-trip meeting.

SIGNED CONSENT

I have read the safety policies, and I accept them. Specifically:

- I understand that I am travelling to Lourdes to work with other young people and vulnerable adults as part of the Brentwood Diocesan pilgrimage to Lourdes.
- In an emergency, should it not be possible to contact those named on this form, I authorise Sarah Barber or Clare Sullivan to consent to medical treatment for myself in accordance with medical advice.
- I give consent for photos of me to be used for BCYS promotional purposes *

*Please note that we would now presume that photos taken by those on the trip are very likely tol be displayed on social networks such as Facebook, MySpace etc. Please contact us if you have any concerns in relation to photographs.

PERSON TRAVELLING.

I have read and accept all the safety policies. I confirm that the information given on this form is accurate, to the best of my knowledge.

Signature _____
Print name _____

I have understood that I will not be able to take part in Summer Lourdes 2010 unless I attend the compulsory leader training on the weekend of Saturday 26th and Sunday 27th June 2010.

Signed _____ Dated: _____

Please return this form to:

The Youth Office, BCYS, Cathedral House, Ingrave Rd, Brentwood, Essex CM15 8AT

All cheques should be made payable to BRCDT Youth Service and final payment is due by 31st May 2010. There are standing order forms available to make easier payments across the year.

We are looking forward to an excellent trip! If we are heavily over subscribed in 2010 we may need to turn people away! Please get your form in EARLY and no later than 30th March. Also, please make a note that the pre-trip meeting with young people & parents will take place at Holy Redeemer, Billericay, 6.30 – 8.00pm on Sunday 27th June (at the end of our compulsory leader's training weekend).