



# Surrey Scouts

## Final Communication

[surrey-scouts.org.uk/events/operation-last-post](https://surrey-scouts.org.uk/events/operation-last-post)  
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# Foreword

In 1907, at the age of ten, Marc Nobel attended a camp run by Baden Powell on Brownsea Island. This camp later helped to form the foundations of the Scout Association. The camp had twenty boys divided into four Patrols; Marc was in the 'Bulls' Patrol.

Marc went on to become a 2nd Lieutenant in the British Army, Royal Field Artillery, but died of his wounds received near the village of Boeshinghe on 1st July 1917 - 'Whilst showing great bravery in trying to get help for his wounded comrades'. He was just 20 years of age, and he is buried at Ferme-Olivier Cemetery, Plot 3. Row G. Grave 22. We will conduct an act of remembrance, for Marc and all those that died when we visit.

To help you with the local geography the present-day village of Boeshinghe (now Boezinge) is about 5 km Northwest of Ypres. Marc is buried in the Ferme-Olivier Cemetery, Elverdinghe, 4 km West from where he received his wounds. The cemetery contains 408 Commonwealth burials of the First World War, six of which are unidentified, and three German war graves.



# Hello!

This is our final communication for unit Leaders before we leave in a few weeks' time on OLP 22. To ensure OLP runs smoothly, please:

- Ensure your unit members and you meet the entry requirements for both France and Belgium
- Ensure your unit members and you complete the Medical and Permission Forms by **19<sup>th</sup> August 2022**, otherwise you cannot come
- Use our Nights Away Notification to advise your District Commissioner you are attending OLP 22
- If you would like to lay a wreath under the Menin Gate, you will need to order a wreath through the Royal British Legion
- Advertise the **6<sup>th</sup> of November 2022** Last Post at Brookwood to your unit
- Check you have lightweight tents and your unit flag for the trip (you will need flag bearers)
- Pack your kit in the right sized hold and hand luggage – check the Spring Communication for the suggested kit list

Please see details below

Yours in Scouting

Andy Dolan  
OLP Leader

## Paperwork

### Entry requirements

Please check that all those within your unit complies with Passport, Visa and Covid entry requirements. We recommend signing up to get email alerts or subscribe to the feed, to ensure yourself and those in your unit will be able to enter France & Belgium:

- France: <https://www.gov.uk/foreign-travel-advice/france/entry-requirements>
- Belgium: <https://www.gov.uk/foreign-travel-advice/belgium/entry-requirements>

### Medical and Permission Forms

All unit members will need to complete Permission to Camp and Medical Forms by **19th August 2022**. You will be able to distribute these from the booking system from **5<sup>th</sup> August 2022**.

There are separate forms for those Under 18 years of age and adults aged eighteen and over. All unit members, including adults, should complete the relevant forms. Surrey Scouts will hold these forms electronically on our secure system for use over OLP and will be destroyed within a month of our return.

The OLP Core Team will not require a copy of the form. But unit Leaders should ensure that they retain a signed paper copy for every member of their unit for use over OLP. We ask that you ensure that the forms are not electronically altered past the 19<sup>th</sup> of August 2022, as we will be referring to the forms submitted via the Online System should an incident occur during the event.

Details on how to complete these forms are available from the online booking system and here:

<https://www.evboo.co.uk/docs/completing-forms-permissions-medical-and-activity/>

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**From the 5<sup>th</sup> of August, you will be able to distribute the Permission to Camp and Medical Forms from the booking website. Those that do not complete these forms will be unable to attend OLP 22**

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## Camp Permits

For OLP, the Core team have completed the Visits Abroad forms, the Surrey County Commissioner, Joe Rogerson, has given his approval, and OLP has been registered with UK Scout Headquarters.

As OLP are providing catering, the camping permit will be held at the County level. As such we have submitted a Nights Away Notification to Assistant County Commission (Events), Ian McQueen. A copy of which (with omitted Leader names and membership numbers) is available at the end of this document for you to notify your District Commissioner of your attendance on OLP. The risk assessments are available to download from the download section of the Surrey Scouts OLP web page: <https://www.surrey-scouts.org.uk/events/operation-last-post>. However, if you need a copy of the 'Visits Abroad Supporting Documents Expedition' which includes the Critical Incident plan, please email [bookings@operationlastpost.org.uk](mailto:bookings@operationlastpost.org.uk).

## Wristbands

All those attending OLP will be provided three unique individually named wristbands and are required to always wear one on their wrist. The second wristband needs to be attached to the hold luggage bag/rucksack and the third to the hand luggage (daysack).

These will be distributed at the departure point and must be attached prior to boarding the coaches. Please ensure that the wristbands are not too tight but not loose enough they can be easily removed. Please contact a member of the Core Team in the event a wristband becomes damaged and requires a replacement.

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**Wristbands must be attached to the participant's wrist, hold luggage, and hand luggage from registration, throughout the weekend until deregistration**

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# Departure and return

## Registration

This year, we are trialling a new departure and return point. Extra Motorway Services have kindly agreed to let us use their indoor facilities for registration and deregistration at Cobham Services, which is easily accessed from both carriageways of the M25 (<https://extraservices.co.uk/locations/cobham-services>). Please note, that after 3 hours, parking is chargeable, if you want to leave your car for longer, further information can be found here: <https://extraservices.co.uk/facilities/parking>.

Participants, including unit Leaders, must arrive at **04:30** (yes, in the morning) on **Sunday 28<sup>th</sup> August 2022**, to register themselves with their unit Leader by **05:00**, part of which will require them to show they have possession of their passport, if required visa and Covid documentation. Unit Leaders can collect wristbands for their unit from **Jess Wright at the indoor-registration point**, who will be wearing a Hi-Vis. The unit Leader can then distribute the three wristbands per participant.

When you are ready to board the coaches, please check to make sure that your unit members, including adults, have:

- attached a wristband to their wrist, hold luggage and hand luggage
- their passport, and if required, visa, Covid documentation,

When these checks are complete, as a unit, please exit the indoor area of the services, turn right, and walk to the Bakers Dolphin coaches. Once there, **Ian Cartwright at the outdoor-registration point** will direct you to your coach, where the unit Leader will need to register the unit with the Coach Leader.

When participants arrive at their coach, they need to:

- Store their hold luggage bag in the coach underfloor luggage hold
- Show they have their passport, (if required, visa, Covid documentation), plus their wristband to the Coach Leader as they board the coach
- Store their day kit in the overhead bins or under their seat

All participants are expected to have boarded and the coaches starting their departure by **05:30**, so that we can make our 08:00 check-in with Irish Ferries. Once we have departed Cobham services, all participants will hand over their passport, visa and Covid documentation (if required) to their Unit Leader for safe keeping until we return.

If any participant carries medicines, the bottle(s), tube(s), or other items should be clearly labelled with their name and the exact dosages, in their original packaging, within a sealable plastic bag. The First Aid Team should have been informed beforehand via the Medical and Permission Form. If it was not noted on the form, the Leader needs to inform the **First Aid coordinator – Nigel Longley**, who will be situated by the **outdoor registration point**.

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**All Participants and Leaders are to arrive at Cobham Services in uniform at 04:30 on Sunday 28th August 2022 to be registered by 05:00 so that the coaches can depart by 05:30 - the coaches will not wait if anyone is late!**

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### Deregistration

When we return to Cobham services on **Tuesday 30<sup>th</sup> August 2022 at 20:30**, everyone will disembark with their hand luggage and assist unloading all hold luggage from the coach so that the coach drivers can get on their way.

Once offloaded, participants must be deregistered by their Unit Leader when their parent/guardian has arrived to collect them. When all the unit's participants have been collected, the unit leader then needs to deregister with the Coach Leader.

### Coach allocations

Coach One	Coach Two
1st Dorking (St. Martin's)	1st Horsell
1st Goldsworth Park	1st Sunbury
3rd Ashford (St. Matthew's)	18th Dorking (North Holmwood)
5th Dorking (U.R.C.)	Sheerwater
11th Farnham	Shere & Peaslake

# Activities

## Menin Gate

On the Monday night, as a group we will stand under the Menin Gate to witness the Last Post. We are fortunate, that evening Sandhurst Military Wives Choir will also be attending and will add to the atmosphere.

As part of the ceremony, a Surrey Scout will participate in the ceremony by laying a wreath. If you would also like to lay a wreath on behalf of your unit, you will need to order a wreath from the Royal British Legion:

[www.britishlegion.org.uk/get-involved/ways-to-give/shop/wreaths](http://www.britishlegion.org.uk/get-involved/ways-to-give/shop/wreaths), please allow plenty of time for delivery. Subject to availability, a handmade biodegradable wreath is also available to buy in person from the CWGC Information centre in Ypres ([www.cwgc.org/visit-us/visit-the-cwgc-in-ieper](http://www.cwgc.org/visit-us/visit-the-cwgc-in-ieper))

## Remembrance

We have allocated three names to each unit of those that are from or are linked to your local area and are buried or remembered at one of the below locations:

- Tyne Cot Cemetery
- Ferme-Olivier cemetery
- Menin Gate
- Faubourg D'Amiens Cemetery
- Arras Memorial

The intention is for participants to work as a unit, to locate them when we are visiting one of these points. If participants have time, they could also find out more about the individual from the below resource in advance of OLP:

- [www.CWGC.org](http://www.CWGC.org)
- [www.iwm.org.uk/memorials](http://www.iwm.org.uk/memorials)



Key programme timings

Day one – Sunday 28<sup>th</sup> August

Transport	04:00		05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00				
Advance Party						Breakfast	To: Museum Passchendaele	Memorial Museum Passchendaele		Tyne Cot	To: Brugge	Brugge			To: Merkenveld	Prepare dinner			Serve Dinner		Free Time		Lights out		
Coach 1 (53)	Register : Core Team	Participants arrive	Register : Participants	To: Dover		Contingency	Ferry check in		Ferry crossing			To: Museum Passchendaele		Lunch	Memorial Museum Passchendaele	Hike	Tyne Cot	To Merkenveld	Contingency	Pitch Tents	Dinner	Camp fire Briefing	Free Time		Lights out
Coach 2 (57)																		Free Time		Memorial Museum Passchendaele	Hike		Tyne Cot	To Merkenveld	
Transport	04:00		05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00				

Day two – Monday 29<sup>th</sup> August

Transport	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00							
Coach 1 (53)				Rise	Breakfast	Pack Kit	To: Brugge	Brugge		To: Merkenveld	Make Dinner	Lunch	To: Ferme-Olivier Cemetery	Ferme-Olivier Cemetery	Essex Farm	To: Ypres	In Flanders Field Museum		Explore	Dinner	Gather: Under the Menin Gate	The Last Post	Walk: to coaches	Transport Travel	Unread	Lights out	
Coach 2 (57)				Rise	Breakfast	Pack Kit	To: Brugge	Brugge		To: Merkenveld	Make Dinner	Lunch	To: Ferme-Olivier Cemetery	Ferme-Olivier Cemetery	Essex Farm	To: Ypres	In Flanders Field Museum		Free Time								
Transport	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00							

Day three – Tuesday 30<sup>th</sup> August

Transport	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00							
Coach 1 (53)				Rise	Breakfast	Make Lunch	Strike Camp / load coach	To: CWGC Experience		CWGC Experience		Lunch		Faubourg d'Amiens Cemetery		To: Calais			Contingency		Ferry check in		Ferry Crossing	To: UK drop off point			De-register
Coach 2 (57)				Rise	Strike Camp / load coach		Breakfast	Make Lunch	To: Faubourg d'Amiens Cemetery		Faubourg d'Amiens Cemetery			Lunch	CWGC Experience												
Transport	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00							

1st Dorking (St. Martin’s)

Surname	Forename	Initials	Age At Death	Date Of Death	Rank	Regiment	Service Number	Cemetery	Grave / Memorial Reference	Additional Info
JEROME	GEORGE W.	G W	23	26 March 1918	Private	The Queen's (Royal West Surrey Regiment)	'T/241970'	France	ARRAS MEMORIAL	Bay 2.
WARREN	HENRY JOHN	H J	23	04 October 1917	Private	Australian Infantry, A.I.F.	'736'	Belgium	TYNE COT CEMETERY YPRES (MENIN GATE)	XVI. J. 2.
WOOLFORD	ALBERT	A	0	07 June 1917	Private	The Queen's (Royal West Surrey Regiment)	'G/18562'	Belgium	MEMORIAL	Panel 11 - 13 and 14.

1st Goldworth Park

Surname	Forename	Initials	Age At Death	Date Of Death	Rank	Regiment	Service Number	Cemetery	Grave / Memorial Reference	Additional Info
WYETH	HENRY	H	42	18 December 1914	Private	The Queen's (Royal West Surrey Regiment)	'S/845'	YPRES (MENIN GATE) MEMORIAL	Panel 11 - 13 and 14.	Son of William Wyeth; husband of Mary Ann Wyeth, of 33 Temple Bar Rd., St. John's, Woking, Surrey. Native of London.
HAMBRIDGE	H	H	30	29 October 1914	Private	The Queen's (Royal West Surrey Regiment)	'L/9300'	TYNE COT CEMETERY	LXI. K. 24.	Brother of Mrs M. D. Field, of 2 Knaphill Cottages, Robin Hood Rd., Knaphill, Woking.
FARQUHARSON	JOHN CHARLES LANCELOT	J C L	33	Between 31 October 1914 and 01 November 1914	Lieutenant	London Regiment (London Scottish)		YPRES (MENIN GATE) MEMORIAL	Panel 54	Seventh son of Mrs Emma Farquharson, of "Glengarry," The Grove, Woking, Surrey, and the late Col. M. H. Farquharson, R.M.L.I.

1st Horsell Gladstone

Surname	Forename	Initials	Age At Death	Date Of Death	Rank	Regiment	Service Number	Cemetery	Grave / Memorial Reference	Additional Info
SKINGLEY	GEORGE SAMUEL	G S	22	22/03/1918	Private	Essex Regiment	'19500'	ARRAS MEMORIAL	Bay 7.	Son of William Skingley, of 1, Kerton Villas, Bury Lane, Horsell, Woking, Surrey.
BOWIE	RALPH ARCHIBALD	R A	27	26/09/1917	Second Lieutenant	Leicestershire Regiment		TYNE COT MEMORIAL	Panel 50 to 51.	Son of Alfred Henry Bowie, of "Starston," Church Hill, Horsell, Woking, and the late Elizabeth Bowie. Formerly served in 29th Bn. Canadian Inf. (British Columbia Regt.).
Gavin	Edmund	E	45	01/11/1914	Company Sergeant Major	London Scottish	10	Menin Gate	Panel 54.	Husband of Mary Gavin, of Woodham Road, Woking. Surname spelt as Gain on Horsell Village Memorial.

1st Sunbury (Thursday Troop)

Surname	Forename	Initials	Age At Death	Date Of Death	Rank	Regiment	Service Number	Cemetery	Grave / Memorial Reference	Additional Info
CORK	OSWALD	O	33	16/04/1917	Lance Corporal	Middlesex Regiment	'G/29405'	ARRAS MEMORIAL	Bay 7.	Son of the late Phillip Cork, of Staines Rd., Sunbury Common; husband of Ethel Cork, of "Woolmer", Rooksmead Rd., Sunbury-on-Thames.
LANE	CHARLES	C	39	01/05/1918	Lance Corporal	Worcestershire Regiment	'41423'	TYNE COT MEMORIAL YPRES (MENIN GATE)	Panel 75 to 77.	Son of Susannah Lane, of School Walk, Sunbury; husband of Ruth Ada Hodgson (formerly Lane), of 13 School Walk, Green St., Sunbury, Middx.
POWELL	HERBERT SYDNEY	H S	19	31/07/1917	Private	Northampton-shire Regiment	'40612'	MEMORIAL	Panel 43 and 45.	Son of Charles E. and Florence Powell, of 5, Hanworth Rd., Sunbury Common, Middx.

3rd Ashford (St. Matthew’s)

Surname	Forename	Initials	Age At Death	Date Of Death	Rank	Regiment	Service Number	Cemetery	Grave / Memorial Reference	Additional Info
LANE	JOHN THOMAS	J T	21	13/07/1916	Private	Royal Fusiliers	'L/16295'	YPRES (MENIN GATE) MEMORIAL	Panel 6 and 8.	Son of John Lane, of "Lee," Chesterfield Rd., Ashford, Middx.
WINES	WALTER WHEELER	W W	22	24/08/1917	Second Lieutenant	Rifle Brigade	"	TYNE COT MEMORIAL	Panel 145 to 147.	Son of Frederick Ernest and Agnes Wines, of "Limecroft," Ashford, Middlesex.
WHITE	ALFRED HENRY	A H	21	03/05/1917	Private	Royal Fusiliers	'G/24520'	ARRAS MEMORIAL	Bay 3.	Son of Henry and Eunice Kate White, of 3, Oak Villas, Park Road, Ashford, Middx.

5th Dorking (U.R.C.)

Surname	Forename	Initials	Age At Death	Date Of Death	Rank	Regiment	Service Number	Cemetery	Grave / Memorial Reference	Additional Info
PETERS	REGINALD HAROLD	R H	22	30 August 1916	Private	The Queen's (Royal West Surrey Regiment)	King's Own Yorkshire Light Infantry	'4791'	France	FAUBOURG D'AMIENS CEMETERY, ARRAS
HOLMES	WALTER JOHN	W	36	25 September 1917	Private	The Queen's (Royal West Surrey Regiment)	'S/543'	Belgium	TYNE COT MEMORIAL	Panel 14 to 17. YPRES (MENIN GATE)
CHAMBERS	THOMAS	J T	41	31 July 1917	Private	London Regiment	Middlesex Regiment	'354025'	Belgium	MEMORIAL

11th Farnham

Surname	Forename	Initials	Age At Death	Date Of Death	Rank	Regiment	Service Number	Cemetery	Grave / Memorial Reference	Additional Info
CORRIGAN		J E	36	07/09/1918	Private	Middlesex Regiment The Queen's (Royal West Surrey Regiment)	'PW/347'	FAUBOURG D'AMIENS CEMETERY, ARRAS	VII. F. 13.	Son of Michael and Jane Corrigan, of Wrecclesham, Farnham; husband of Fanny Corrigan, of 4, St. Mary's Place, East St., Farnham.
SUTTON	GEORGE	G	30	26/10/1917	Private		'G/4180'	TYNE COT MEMORIAL	Panel 14 to 17.	Son of Mrs A. J. Sutton, of Wellington Lane, Heath End, Farnham, Surrey.
TOVEY	THOMAS HOLLINGS-WORTH	T H	21	05/08/1917	Serjeant	Machine Gun Corps (Infantry)	'6830'	YPRES (MENIN GATE) MEMORIAL	Panel 56.	Only son of the late Thomas William Tovey and of Kate Tovey, of 78, West St., Farnham, Surrey.



18th Dorking (North Holmwood)

Surname	Forename	Initials	Age At Death	Date Of Death	Rank	Regiment	Service Number	Cemetery	Grave / Memorial Reference	Additional Info
BREESE	WILLIAM	W	32	07 April 1917	Private	The Queen's (Royal West Surrey Regiment)	'G/13584'	ARRAS MEMORIAL	Bay 2.	Son of Mr. and Mrs George Breese, of Wimbledon, London; husband of Elizabeth Breese, of 9 Bentsbrook Rd., North Holmwood, Dorking, Surrey.
CHILDS	CHARLES HENRY	C H	29	02 December 1917	Serjeant	Royal Berkshire Regiment	'7873'	TYNE COT MEMORIAL	Panel 105 to 106.	Son of Charles and Elizabeth Childs, of Ling Cottage, Lightwater, Bagshot, Surrey j husband of Maud E. Childs, of 14, Brooklyn Terrace, North Holmwood, Dorking.
SMALLEY	ARTHUR INNES	A I	33	12 May 1917	Private	The Queen's (Royal West Surrey Regiment)	'G/13770'	ARRAS MEMORIAL	Bay 2.	Son of the late Arthur and Julia Smalley, of Station St., Burton-on-Trent; husband of Emma Smalley, of 3, Holmesdale Rd., North Holmwood, Dorking, Surrey.

Sheerwater

Surname	Forename	Initials	Age At Death	Date Of Death	Rank	Regiment	Service Number	Cemetery	Grave / Memorial Reference	Additional Info
HAMPTON	GEORGE	G	20	26 October 1917	Private	The Queen's (Royal West Surrey Regiment)	'G/5088'	TYNE COT MEMORIAL	Panel 14 to 17.	Son of Mrs Edith Hampton, of 69 Eve Rd., Woking, Surrey.
WEBB	ALFRED GEORGE	A G	32	07 May 1915	Company Serjeant Major	Middlesex Regiment	'L/6878'	YPRES (MENIN GATE) MEMORIAL	Panel 49 and 51.	Son of James and Annie Webb, of 2, Buckingham Cottages, Cart Bridge, Woking, Surrey.
HEATH	EDWIN	E	0	16 December 1917	Private	Lancashire Fusiliers	'47107'	TYNE COT MEMORIAL	Panel 54 to 60.	Son of Mr. R. Heath, of "Chisholme," Maybury Hill, Woking.

Shere & Peaslake

Surname	Forename	Initials	Age At Death	Date Of Death	Rank	Regiment	Service Number	Cemetery	Grave / Memorial Reference	Additional Info
LANGRISH	THOMAS HARVEY	T H	21	11/04/1917	Rifleman	Rifle Brigade The Queen's (Royal West Surrey Regiment)	'S/16206'	ARRAS MEMORIAL	Bay 9.	Son of Thomas and Susan Langrish, of Shere, Guildford, Surrey.
ATKINS	JOSEPH THOMAS	J T	40	23/04/1917	Corporal		'G/6805'	ARRAS MEMORIAL	Bay 2.	Husband of Alice Elsie Atkins, of Rose Cottage, Shere, Guildford, Surrey.
RAGGETT	ERNEST	E	33	09/05/1918	Private	Middlesex Regiment	'G/72684'	TYNE COT MEMORIAL	Panel 113 to 115.	Son of David and Eliza Raggett, of Stakes Corner, Littleton, Guildford; husband of Annie Eleanor Gertrude Raggett, of 10 Path Fields, Shere, Guildford.

# Contact Details

## Pre-expedition

If you need to contact us before our departure date you can email us at: [bookings@operationlastpost.org.uk](mailto:bookings@operationlastpost.org.uk), which will be **monitored up to 17:00 on 27<sup>th</sup> August 2022**.

After this point, for those not attending OLP, contact should be made through the In-Touch process.

For those attending OLP and need assistance, contact should be made through the relevant Core Team member.

## Expedition



**Andy Dolan**

Operation Last Post Leader

07871908866



**Kath Brown**

Catering & Deputy OLP Leader

07941783087



**John Pain**

Activities & Deputy OLP Leader

07816761456



**Nigel Longley**

First Aid Co-ordinator

07973262758



**Roy Thompson**

Accommodation Co-ordinator

07500797749



**Ian Cartwright**

Transport Co-ordinator

07429358192



**Kevin Davis**

Last Post Liaison

07970529062



**Jess Wright**

Clothing Co-ordinator

07773094802



**Lucy Longley**

Media Team

07989014800

## Non-Emergency Information

If you have a smartphone and have WhatsApp installed, we will add you (whilst we are on the outbound journey) to the OLP 22 Leader WhatsApp group, so you can keep up to date, on the move with the latest information.

# Concluding thoughts

The OLP Core team are here to help you give your Scouts a memorable experience. The ultimate responsibility for the young people, including any specific requests by their parents remains with you, the unit Leaders, for the whole expedition. We want to make a good impression and we know will ensure that the Scouts and Leaders of Surrey will all be a credit to The Scouts. You can help ensure that everyone enjoys a problem free expedition by taking a few sensible precautions, such as preparing for the hot weather, read our risk assessments and make sure you are on time to leave for scheduled activities.

Each unit is responsible for their own primary first aid, and administering any medication, with the OLP First Aid Team providing additional support as required, therefore please make sure you have the appropriate First Aid provisions. The First Aid Coordinator will also monitor incidents requiring first aid and coordinate any treatment that requires further professional medical attention.

We hope that you have an enjoyable weekend and look forward to seeing you there. If you have any questions, problem or need assistance of any kind, please come, and ask us.

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Visit <https://www.surrey-scouts.org.uk/events/operation-last-post> to download communications, risk assessments and more

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## Follow us

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Follow our Blog, Facebook and Twitter feeds for activity and status updates

 [www.surrey-scouts.org.uk/blog](http://www.surrey-scouts.org.uk/blog)

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 [www.twitter.com/surreyscouts](https://www.twitter.com/surreyscouts)

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# Nights Away Notification

**PURPOSE AND USE:** This form provides the information a Commissioner requires to **APPROVE** an event to take place (i.e., POR 9.1b/9.1c). The Permit holder is responsible for ensuring that the appropriate Commissioner is informed about each section attending a night away event (even a District or County event). For all Nights Away events the information below should be with your Commissioner (or appointee) **7** days before the event (in normal circumstances). How the information is passed on will depend on local arrangements (this may be for example by telephone call, e-mail, or online form). Please ensure that your GSL /DESC is also aware of the event.

**DATA PROTECTION:** This form is used to collect information about you and your team for the purpose of approving these nights away activity, this is to be used by your Commissioner. As part of this form, we collect personal data about you and your team, this detail is required so that we can check that everyone meets the membership and vetting requirements for the event and that appropriate permit holders are in place. We do not share your personal data provided in this form with any third parties. We take your personal data privacy seriously. The data you provide to us is securely stored (based on local arrangements) and we will keep the data we capture from this form for 2 months after the event for any queries that arise then it will be securely destroyed. For further detail on our retention periods please visit our Data Protection Policy [here](#).

## Event Information

Type of Event (e.g. sleepover, hike, Pack Holiday, etc.)				Expedition									
Group and District		Surrey				Section		Scouts					
Approximate Nos. Attending		118	BS		CS		S	77	ES	2	Adults	39	
Is this event being run using Event Passports?						Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>							
Event Dates		28 August 22		From	04:30		To	30 August 22		20:30		Number of Nights	3
Venue Name		Hopper Merkenveld				Telephone		+32 50 27 76 98					
Venue Address		Merkemveldweg 15, 8210 Zedelgem, Belgium											

Please check the Prohibited and Restricted Areas Camping Directory on [scouts.org.uk](http://scouts.org.uk) to ensure your site does not fall within a restricted area.

## Event Leadership Information

Event Leader (if not Permit holder)		Andy Dolan		Telephone		07971908866	
Membership no.		295304		Email		andy.dolan@operationlastpost.org.uk	
Permit Holder's Name		Kath Brown		Telephone		07941783087	
Membership no.		151450		Email		Kath.brown@operationlastpost.org.uk	

Names of adults attending (with membership no.)	
Activities (please list those requiring permits or qualifications, providing details of the activity leader or provider)	

### Planning and Approvals

As part of the planning and preparation for the nights away activity the following documentation should be in place: programmes, attendance information, medical and emergency contact information for attendees, InTouch system, menus, and written risk assessments.

You are required to provide a written risk assessment along with this form to your Commissioner or their delegate, Other documentation (listed above) does not need to be provided with this form but must be available upon request.

InTouch Details (please provide details of your InTouch system and the main contacts in the event of an emergency)	See attached 'Visits Abroad Supporting Documents Expedition V4'
Risk Assessment	<p>I confirm the written risk assessment for this nights away activity has been shared with the responsible Commissioner or their delegate <input checked="" type="checkbox"/></p> <p>I confirm that the risk assessment will be communicated to adults and young people involved in the event, in an appropriate manner, in order for them to understand the risks and how these will be managed <input checked="" type="checkbox"/></p>
GSL / DESC	I confirm that the Group Scout Leader / District Explorer Scout Commissioner is aware of this event taking place <input checked="" type="checkbox"/>