

Nights Away Notification (NAN) Form Guides

Note that * denotes that the box requires to be completed and you will not be able to submit the form until you do so.

E-mail address of person completing form *

Enter your email address. This also populates Permit Holder & Event/Section Leader email fields

Permit Holders Name *	Phone Number *	Permit Holders E-mail *
<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
First Name Last Name	Area Code Phone Number	

Enter the Permit holders details (Note that if you are the Permit holder you need to enter you email address again here).

Group/ESU/ASU (Only select District when instructed to do so) *	Section *
<input type="text"/>	<input type="text"/>

From the drop down options select your Group and Section/s. (Note that you should only select District when instructed to do so. For Explorer Units select 'Explorer Unit' from the Group list then the Section option changes to a Unit List. See below.

Group/ESU/ASU (Only select District when instructed to do so) *	Explorer Scout Unit (ESU) *
<input type="text" value="Explorer Unit"/>	<input type="text"/>

Event or Section Leader (if not Permit Holder) *	Phone Number *	Event or Section Leader E-mail (if not Permit Holder) *
<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
First Name Last Name	Area Code Phone Number	

Enter the Event/Section Leader details here.

If operating with an event passport, has the event passport been issued *

Yes No

Tick Yes or No if an event passport has been issued.

Is this a DofE Expedition (including Practices) activity? *

Yes No

Tick Yes or No if this event is a DofE Expedition activity (if Yes the District DofE Rep is notified)

Venue * Venue Phone Number Venue Address



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Area Code Phone Number

Please check the Prohibited and Restricted Areas Camping Directory on scouts.org.uk to ensure your site does not fall within a restricted area.

Enter Venue details here.

Event Date: From * Event Date: To * Number of Nights *

- -  - - 

Day Month Year Day Month Year

Enter the Dates and Number of Nights here.

Beavers * Cubs * Scouts * Explorers * Adults *

Include Young Leaders

Numbers: If no members are attending from a section then enter 0 (do not leave blank)

Enter number of members attending. As stated enter 0 where necessary.

Type of Event (eg Sleepover, Hike, Pack Holiday etc.)

Special Activities (i.e. Those requiring permits)

Additional Relevant Information:

Menus, programmes and other paperwork are **NOT** required to be sent as well as this form

Enter the event type, any special activities and any other relevant information you wish to inform.

InTouch Details * GSL / DESC is aware of event *

 tick

Include Name/s and Contact Numbers

Enter InTouch details here and confirm the GSL/DESC is aware.


Home DC Name *	Phone Number
<input type="text" value="DC Team"/>	<input type="text" value="via automated Email"/>

Note the Home DC details have defaults and should be left un-changed.

Revised / Re-submitted NAN

Tick if this is a revised NAN for a previously submitted one?

Enter the message as it's shown *



Tick the box if you are re-submitting the NAN. Enter the message in the box.

Click 'Submit Form' when you have completed the form, any errors will be highlighted.

Select 'Clear Form' to start again.

Select 'Print Form' if you wish to have a hard copy, note that after submission you will be emailed a PDF of the form.