



**DofE**

**Operations Manual**

**for Centres and Volunteers**

**Operating under the**

**License of Moray Council**

**Attachments and Forms**

*2018 EDITION*

# List of Attachments

### Moray DofE Management and Support Structure

### Sample Partnership Agreement

### MLAC Constitution

### Parental Guidance/Consent Arrangements

### Centre Check List

### New Volunteer Procedure

### Volunteer Enrolment Form

### Volunteer Expenses Form

### Volunteers Expenses Process

### Participant Enrolment Form

### Photographic Consent Form (Participants)

### DofE Manager’s Leaflet for Parents

### Bulk Buy Process

### Expedition Fees Letter

### Use and Limits of Expedition Qualifications

### Supported Lead for Supervisors Form

### Expedition Notification Letter

### Parental Consent Form

1. MLAC Funding Application Form

### Example Route Card

### Expedition Kit List

### Base Contact Form

### Supervisor’s Pack Contents List

### Supervision Plan Form

### Emergency Response Check List

### Expedition Safety Card

### Moray Council Incident Form

Note: DofE templates for Route Cards, Kit Lists, etc and other “Leaders” resources can be found at: <https://www.dofe.org/leaders>

You can also ask the DofE Moray Office at [DofEMoray@moray.gov.uk](mailto:DofEMoray@moray.gov.uk) for copies of any of the templates and forms in this document.