# FLOW CHART FOR ELECTRONIC NOTIFICATION PROCESS

Course Organiser downloads Expedition Approval forms A and B from Moray Council D of E website

Organiser/Superviser contacts Adventure Scotland or D of E co-ordinator for Moray Council for advice where necessary

Organiser/supervisor completes forms with all relevant information and attached route cards and maps

Form is then passed on to Head of Establishment for verification (A print type signature is acceptable if using an electronic version and a scanned signature is unavailable)

Forms are sent from the Head of Establishment to Adventure Scotland at least **4 weeks** prior to the event, copying in Venture Organiser/Supervisor and D of E Co-ordinator for Moray into the email

Adventure Scotland contact Event Organiser/Supervisor for clarification if necessary

Adventure Scotland check forms

Adventure Scotland advises Head of Establishment who then authorises the event.