
FAO Leader or Parent Making Provisional Booking:

Welcome to the **ICANDO** Baden-Powell Challenge Adventure!

In this pack you will find the information a Guide needs to take part in our Adventure.

The Baden-Powell Challenge Adventure costs £70 per Guide. This includes two nights accommodation at ICANDO and four meals, two breakfasts, one lunch and one dinner. To confirm bookings, please ensure that the payment of £70 per person is with us by the required date. Please do not complete and return booking forms unless you have made a provisional booking by email or telephone.

Please note also that a Health Information form **must** be filled in for each Guide and brought with them at the start of the weekend. This form is to be provided by the Guide unit Leader and no Guide can participate in the challenge without bringing this form.

Due to our fire regulations, places on the adventure are limited and we cannot take more than six girls from any one unit. Girls are welcome to attend on their own.

There is a separate information sheet for parents/carers in this pack that hopefully answers any questions. There is also a letter for participating Guides, a booking form (including terms and conditions), a kit list and a parental permission form.

If you have any questions at all, please do contact us on 020 7592 1818.

Best wishes,

The ICANDO Team

Dear Guide,

Welcome to your ICANDO Baden-Powell Challenge Adventure!

With this letter you should also have received an information sheet, a kit list, a booking form and a parental permission form. Please make sure you return your forms and payment to us as soon as possible to secure your place.

The event costs £70 per person. This includes two nights' sleeping at ICANDO, meals provided from first morning breakfast to final morning breakfast, and activities. Please make sure your payment of £70 is included with your returned booking form and permission form.

If you or your Leader have any questions at all, please contact us at icando@girlguiding.org.uk or on 020 7592 1818.

We look forward to meeting you!

Best wishes,

The **ICANDO** Team

Baden-Powell Challenge Adventure Kit List

Each Guide will need to bring the following:

- sleeping bag*
- sleeping mat* (**ICANDO has mats available if you prefer not to bring your own**)
- pillow*
- blanket*
- pyjamas*
- torch
- Guide top (needed for the day in London)
- a change of clothes
- waterproof coat
- toiletries (**no perfume, deodorant or hair sprays, only roll-ons**)
- towel and flannel (**washing facilities are wash basins only**)
- day sack/a drink bottle for water/squash (not glass)
- small first aid kit
- pen and paper
- pocket money (optional - there will be opportunities to spend some money)
- mobile phone and charger (if you have one, as this will be the principal way for Guides to stay in touch during the Challenge)
- camera (optional)
- slippers/slipper socks with non-slip soles (**walking around with bare feet or socks only is not permitted in the centre**)
- sun hat and sun cream for sunny days
- warm hat/gloves/scarf for cold days
- A Health Information form - without this a Guide will not be able to stay. Please ask the Guide Leader for this form.

* **must be flame resistant**

Please note that all Guides are responsible for their own belongings. Girlguiding UK accepts no responsibility for any items lost or stolen.

Information for Parents/Carers

What is a Baden-Powell Challenge?

The Baden-Powell Challenge Award is the ultimate achievement for Guides and a Baden-Powell Challenge Adventure is a two-night residential experience celebrating the completion of the Award. The Guide Leader must approve an application before a Guide can attend. Guides can attend on their own or with a group, but will be encouraged to mix with other Guides during their stay. The weekend adventure is about Guides having fun, developing new skills, trying new challenges and making new guiding friends.

What will the adventure involve?

The Guides will be given an urban challenge to do which will involve them travelling around London using public transport. Each Guide will be provided with a one-day travel card and Guides will travel in groups of no less than four peers.

Where is ICANDO?

The ICANDO centre is located at Girlguiding UK's headquarters on Buckingham Palace Road. The entrance into the centre is the same as the entrance into Girlguiding UK itself (please ring the door bell if the door is closed). Please note that ICANDO has no parking facilities but there are parking meters on the adjacent Palace Street.

Where will the Guides stay?

In the ICANDO centre. The Guides will be indoors but will be sleeping on the floor.

What time do the Guides need to arrive?

Between 7pm and 7.30pm on arrival night. Activities will start at 8pm, so please let us know if you are going to be delayed. The event finishes at 10.30am on the final morning.

Who will be responsible for the Guides?

ICANDO staff and volunteers will be responsible for the Guides. All Girlguiding UK staff and volunteers have undergone criminal record disclosure checks. A trained first aider will also be present.

What about food?

All meals, from first morning breakfast to final morning breakfast, are provided. However, no food will be available on the arrival evening. Please ensure that the girls eat before coming or bring a packed tea. Hot and cold drinks are available at all times.

Please ensure that any special dietary requirements are mentioned on your permission form.

What do the Guides need to bring with them?

Please see the separate kit list sheet.

What is the cost of the event?

£70 per Guide.

What if I need to contact my daughter?

If you need to contact your daughter in the event of an emergency, please call ICANDO on 020 7592 1818 or 07501 869 335. Please only call in an emergency situation.

Parent/Carer Permission Form

I, (name of parent or carer) _____ give permission for
(name of Guide) _____ to take part in the Baden-Powell
Challenge Adventure at ICANDO on (date of event) _____.

The aim of this event is for girls to be as independent as possible. By signing this form you are agreeing to your daughter travelling around London with a small group of peers, without adults, using public transport.

During the event photos may be taken of the Guides. Please indicate your permission for these to be reproduced (without names or identifying information).

In print? YES / NO

On the Girlguiding UK website? YES / NO

In Girlguiding UK publications? YES / NO

Please help us to run the event successfully by answering the following questions.

Does your daughter have any medical conditions we need to be aware of?

Does she have any special dietary requirements (eg allergies/religious needs)?

Is there anything else we need to know about her?

I confirm that the information given on this form is correct.

Signed: _____

Print name: _____

Baden-Powell Challenge Adventure Booking Form

To be completed by parent/carer on behalf of daughter/ward.

Date of Visit: _____

Name of Guide: _____

Membership Number: _____

Unit Name: _____

Date of Birth of Guide: _____

Parent/Carer Name: _____

Parent/Carer Telephone Number: _____

Parent/Carer Email* Address: _____

* Where possible we prefer to respond to bookings by email, unless otherwise requested

Correspondence Address: _____
All information will be sent to this address _____

Emergency Contact Number: _____

Leader's Name: _____

Leader's Signature Confirming Guide Can Attend: _____

Please return this form along with the Permission Form and a payment of £70.00 to:

ICANDO
Girlguiding UK
17-19 Buckingham Palace Road
London SW1W 0PT

Please sign below to indicate you have read and understand the terms and conditions of booking, as laid out in the accompanying information.

ICANDO can take credit or debit card payments by phone - 0207 592 1818 Please note we are only able to accept unit cheques - personal cheques are not accepted. Please make cheques payable to 'The Guide Association'.

Signed: _____

Parent/Carer Name: (Please print) _____

Date: _____

BP Challenge Adventure 2012 - Terms and conditions of booking

1. Payment

- Payments are strictly non-refundable.
- You may make your payment by cash, cheque, credit or debit card.
- Cheques must be made payable to 'The Guide Association'.
- We are only able to accept unit cheques - personal cheques are not accepted.
- Receipt of payment confirms the booking. All bookings are provisional until the payment is received.
- Full payment must be received within four weeks of the provisional booking date or at least four weeks prior to the event if this is sooner.
- If the full payment is not received four weeks from your provisional booking date then your booking will be cancelled.

2. Alteration or cancellation of bookings

- Provisional bookings will be held on our system for a maximum of four weeks from the date of enquiry.
- Provisional bookings may be cancelled at any time by the customer during the four-week period stated above by phone, email or letter.
- Cancellations made more than four weeks before the event are not eligible for a refund. However, your booking may be carried over to a later date at the discretion of the ICANDO manager.
- Cancellations made less than four weeks before the event are not eligible for a refund and may not be carried over to a later date.
- If ICANDO is unable to honour a booking due to staff shortages, structural problems or other unforeseen events which would force the centre to close, every effort will be made to transfer the booking to an alternative date. If no alternative can be found, a full refund will be provided.

3. Damage

- All accidental damage must be reported to a member of ICANDO staff.
- Damage to any equipment, fixtures or fittings caused wilfully or through misuse will incur a repair charge to the group or individual responsible.
- ICANDO reserves the right to refuse bookings from any group or individual with outstanding charges for damage on their account.

4. General

- ICANDO and Girlguiding UK accept no liability for injury to persons or loss or damage to property while on Girlguiding UK property.
- Whilst we will endeavour to do our best to keep our customers informed, ICANDO is not responsible for schedule changes made by external parties, for example, the Changing of the Guard, or other London events.

For queries regarding these terms, please contact the ICANDO manager on 020 7592 1818.