

Scouting Ireland

Scouter Training Course

Booking Form

Please complete in BLOCK capitals and submit no later than two weeks before the course to the address noted. Bookings are not valid unless accompanied by Payment. Please only use one form per booking



Name:	The following is the order that training courses must be completed in:
Address:	
Phone numbers: Home Work Mobile	
Email address: <i>Please include a valid email address. All correspondence will be by email. A confirmation email will be sent to participants the week before course.</i>	
Gender Male Female	» Stage 1 must be completed before Stage 2 » Stage 2 must be completed before Stage 3 » Stage 3 must be completed before Stage 4 » Stage 4 & Stage 5 can be completed in any order but must be completed after stage 1-3 » Stage 6 is the last part of the Training Programme Note: There must be a 9 month break between Stage 5 & Stage 6
Date of Birth	Course Number / / -
Age (Applicants must be at least 18 years of age on the date of the Course)	Course Title
Scout Appointment	Course Date
Scout Group	Course Venue
Scout County	Special Needs Requirements
Scout Province	If you require special food for dietary, medical or religious reasons, please indicate:
Course Fees: » Stage 1 - Book through Scout County Training Coordinator » Stage 2 - €10 » Stage 3 - €35 » Stage 4 - €35 » Stage 5 - €35 » Stage 6 - €140 <i>Western Province: €160</i> » Group Leader/Commissioner - €140 <i>Western Province: €160</i> <i>Please see 'Page 2 - Booking Terms and Conditions' for cancellation & refund policy</i>	Vegetarian Vegan Coeliac Other (specify)
Training bookings should be sent to: Training Administrator Scouting Ireland National Office Larch Hill Dublin 16	Fees should be paid by cheque or postal order, crossed and made payable to "Scouting Ireland". Please only enclose payments for Training Bookings with this booking form. Cash should not be sent in the post. Fee enclosed € _____
Training Contact Info: Training Administrator t: 01-4956300 e: trainingbookings@scouts.ie	Electronic Receipts will be issued by National Office Email address where receipt should be sent: _____
	Northern Province Training Courses should be completed on the Northern Province booking form and sent to: Scout Foundation NI Unit 101 Lisburn Enterprise Centre Ballinderry Rd Lisburn BT28 2BP

Training Course Booking – Terms and Conditions



Bookings

- Bookings for training Courses must be made to National Office on the official Scouting Ireland Training Booking Form.
- Bookings will only be accepted when accompanied by payment in full for the training course/s required.
- For multiple bookings, separate cheques must be provided if booking courses in different Scout Provinces. If all courses are being booked in the same Scout Province, one cheque for the full amount will be sufficient.
- Members details must be noted on the Scouting Ireland database for the booking to be accepted.
- Training Courses must be completed in the following order;
 - Stage 1 must be completed before Stage 2
 - Stage 2 must be completed before Stage 3
 - Stage 3 must be completed before Stage 4
 - Stage 4 & Stage 5 can be completed in any order, (but Stage 1 – 3 needs to be completed first)
 - Stage 6 is the last part of the Training Programme
- There must be at least a nine (9) month learning experience between attending a Stage 5 and a Stage 6 training course.
- Stage 1 Training Courses are coordinated directly by Scout Counties and do not feature on the Provincial Training Calendar.

Confirmation

- A confirmation email & text message will be sent to each participant on the training course 5 days in advance of the course taking place. The information will include, venue information and other instructions participants may need ahead of the course. **Please include a valid email and mobile number on the booking form.**
- If a booking is made for a course that is over subscribed, the participant will be contacted by phone and advised of possible alternatives.

Receipts

- Electronic receipts for payments will be issued by National Office.

Cancellations

- **Stage 2 - 5:** If a participant is unable to attend a course Stage 2 – Stage 5, two days notice should be provided to the training administrator in National Office. Failure to provide this notice will result in the payment becoming non-refundable or transferable.
- **Stage 6:** If a participant is unable to attend a course Stage 6, ten days notice should be provided to the training administrator in National Office. Failure to provide this notice will result in the payment becoming non-refundable or transferable.
- Non attendance at a course will result in the payment becoming non-refundable or transferable.

Refunds

- Refunds for cancelled courses will be issued by each Scout Province. It may be possible for a Scout Province to authorise the transferring of course fee from one course to another.

Note: This is for bookings for the Dublin, North East, Western, South Eastern and Southern Province. Bookings for the Northern Province are coordinated by the Northern Provincial Office.